Utah's Job Connection

# Employers Guide For On-Line Recruiting

**Jobs.utah.gov**

Utah Department of Workforce Services

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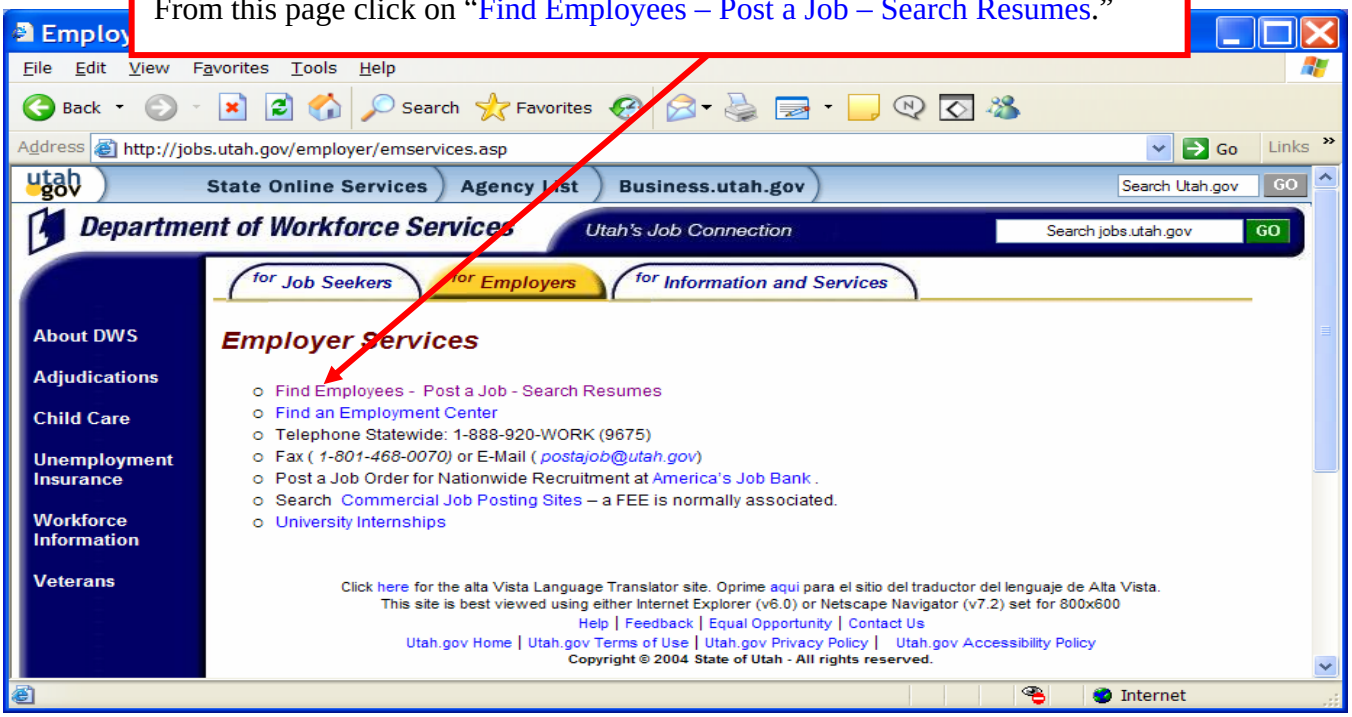
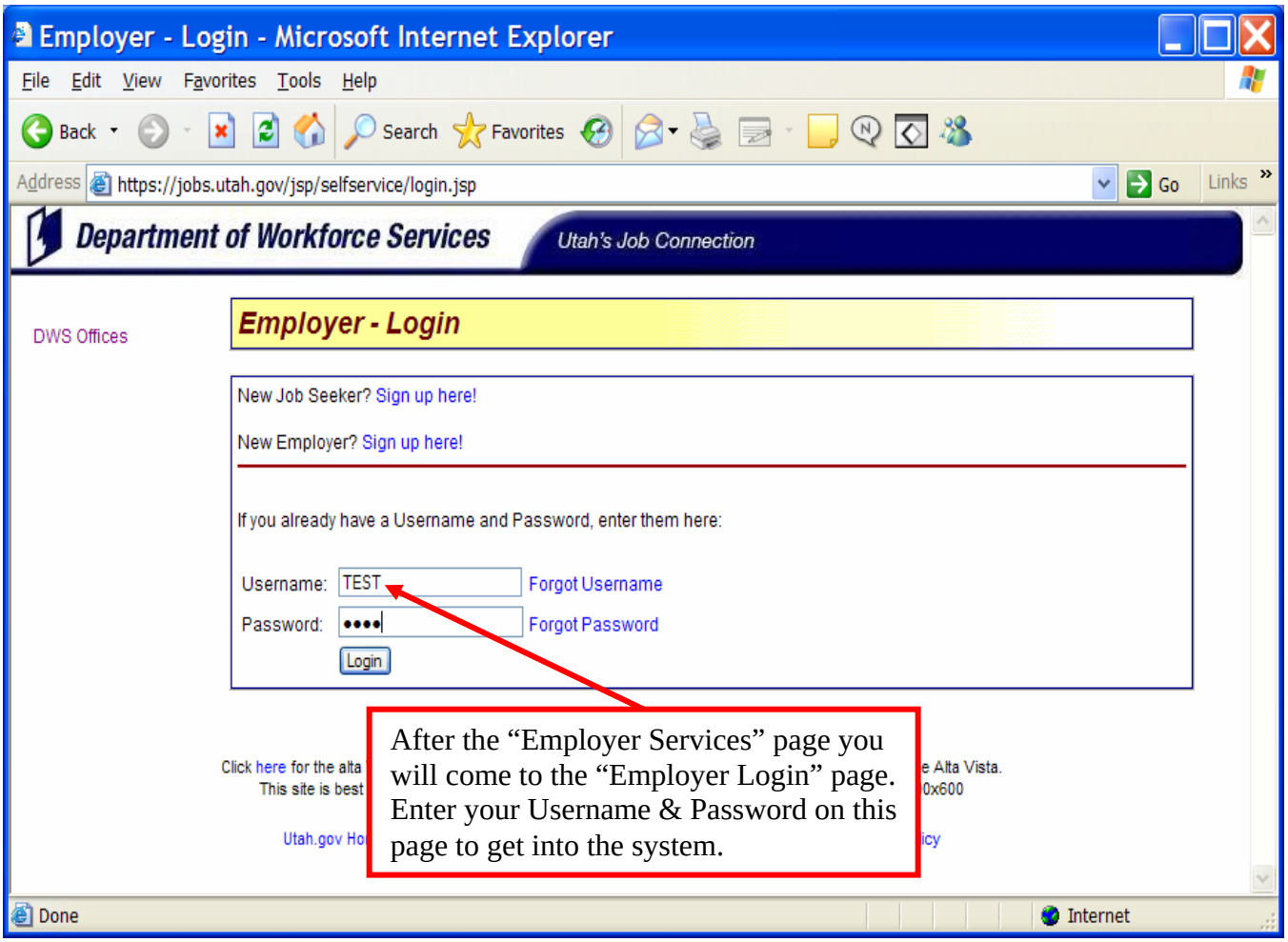
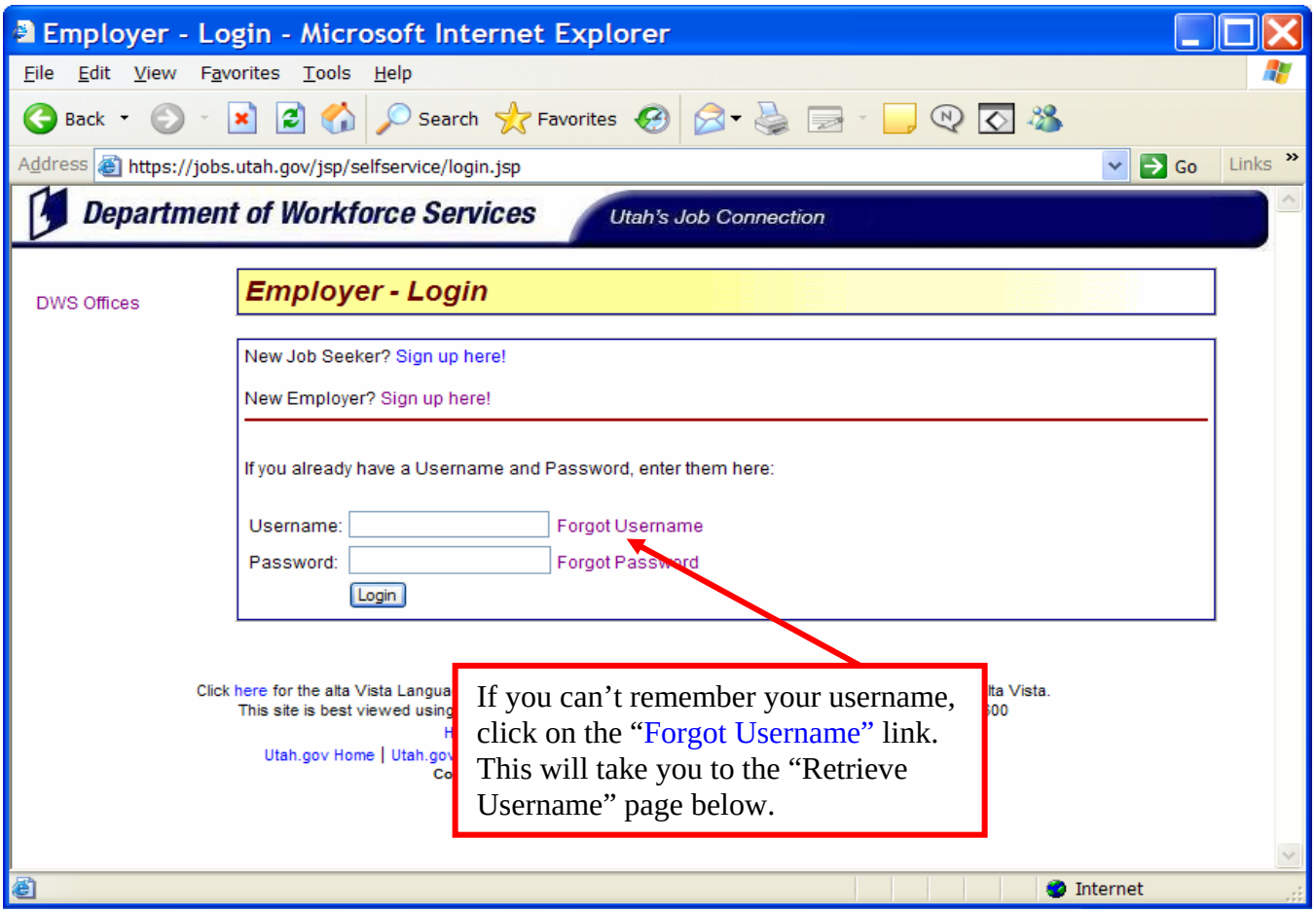
# Employer Login Process (Existing Username & Password)

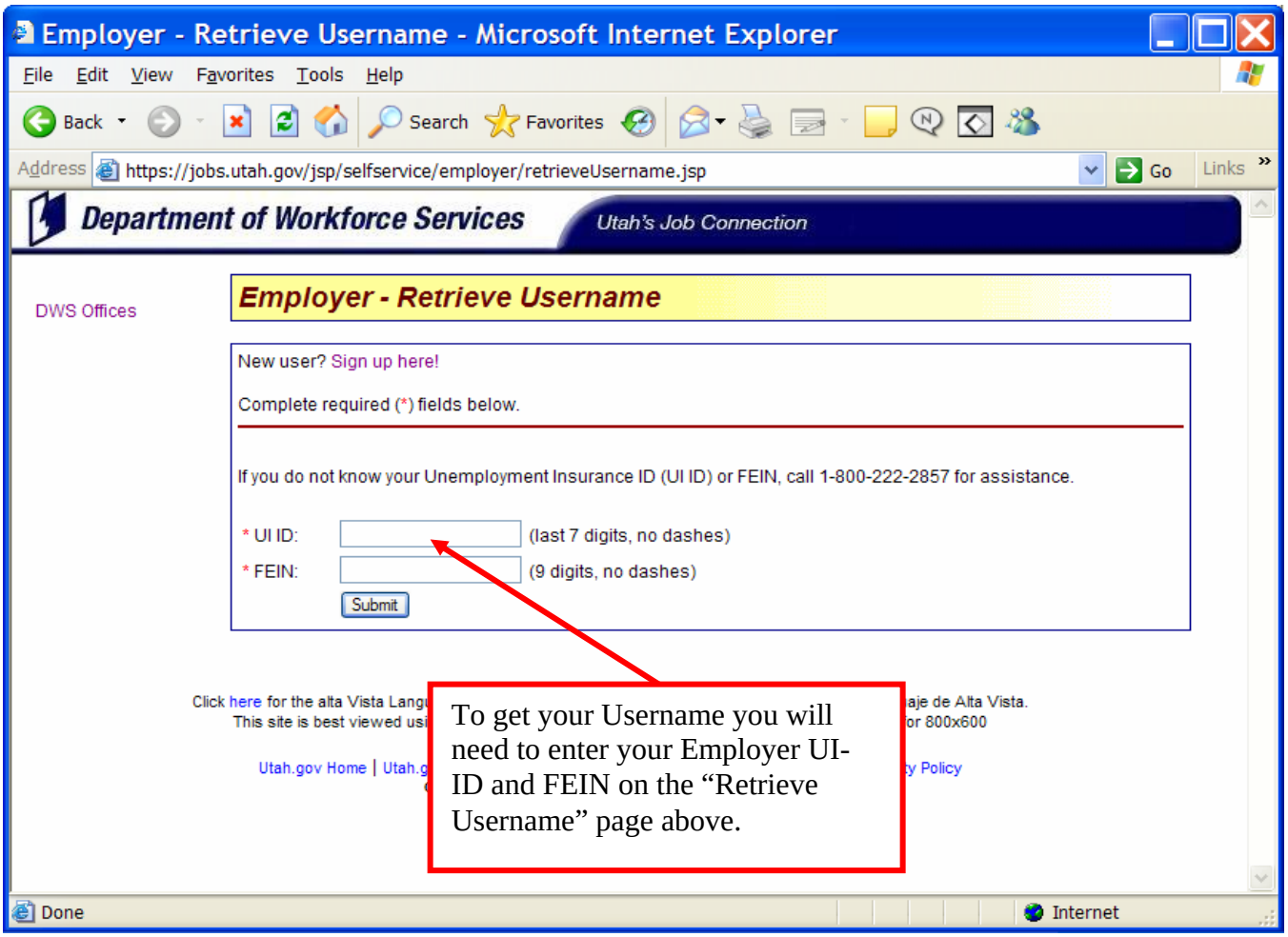
Another way to log into the system is by clicking on the "Search for Employees" link. This will take you to the "Employer Services" page below. From this page click on "Find Employees – Post a Job – Search Resumes."

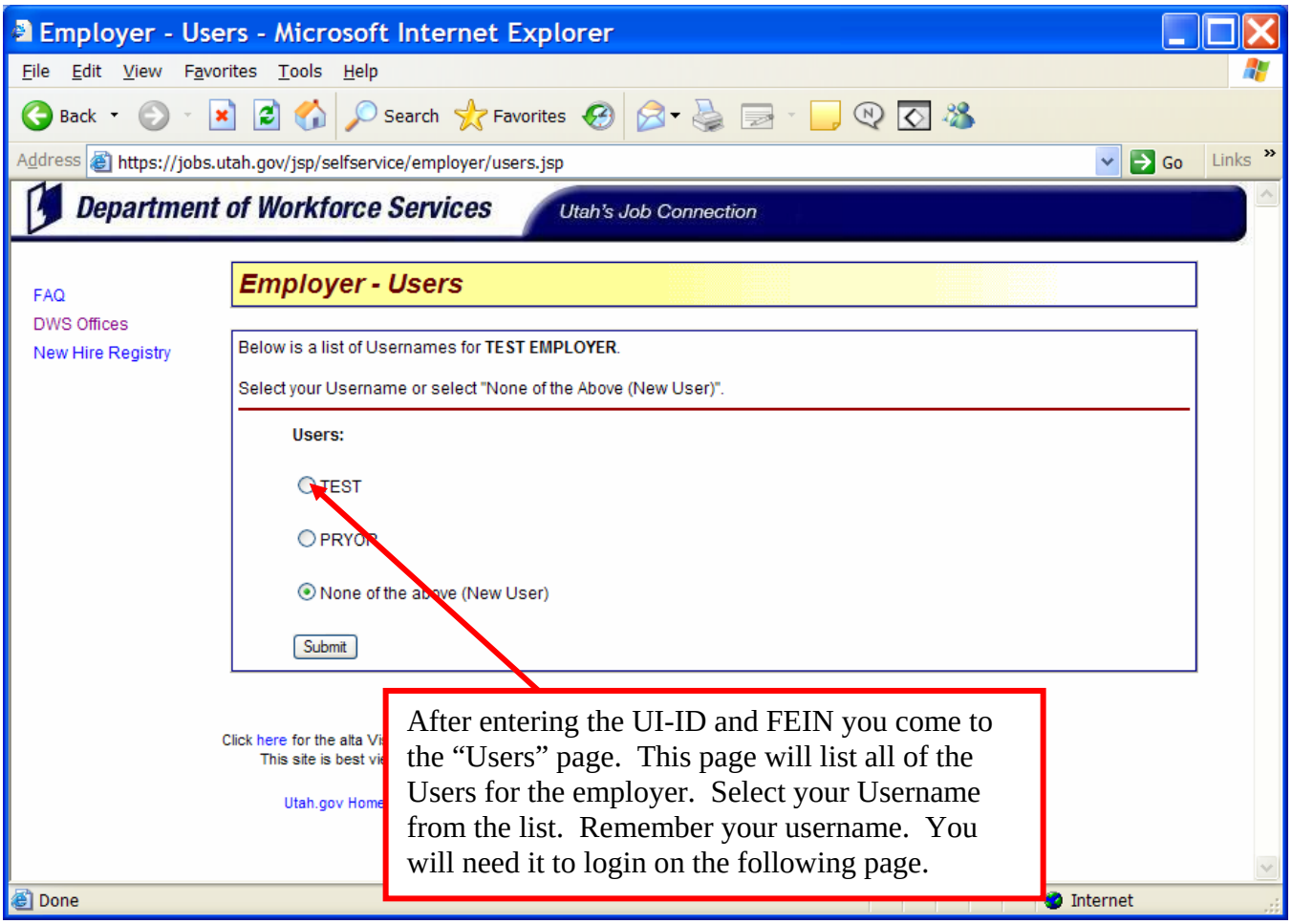



Employer - Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/login.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
DWS Offices
Employer - Login
New Job Seeker? Sign up here!
New Employer? Sign up here!
If you already have a Username and Password, enter them here:
Username: TEST
Forgot Username
Password:
Forgot Password
Login
After the "Employer Services" page you will come to the "Employer Login" page. Enter your Username & Password on this page to get into the system.
Done
Internet

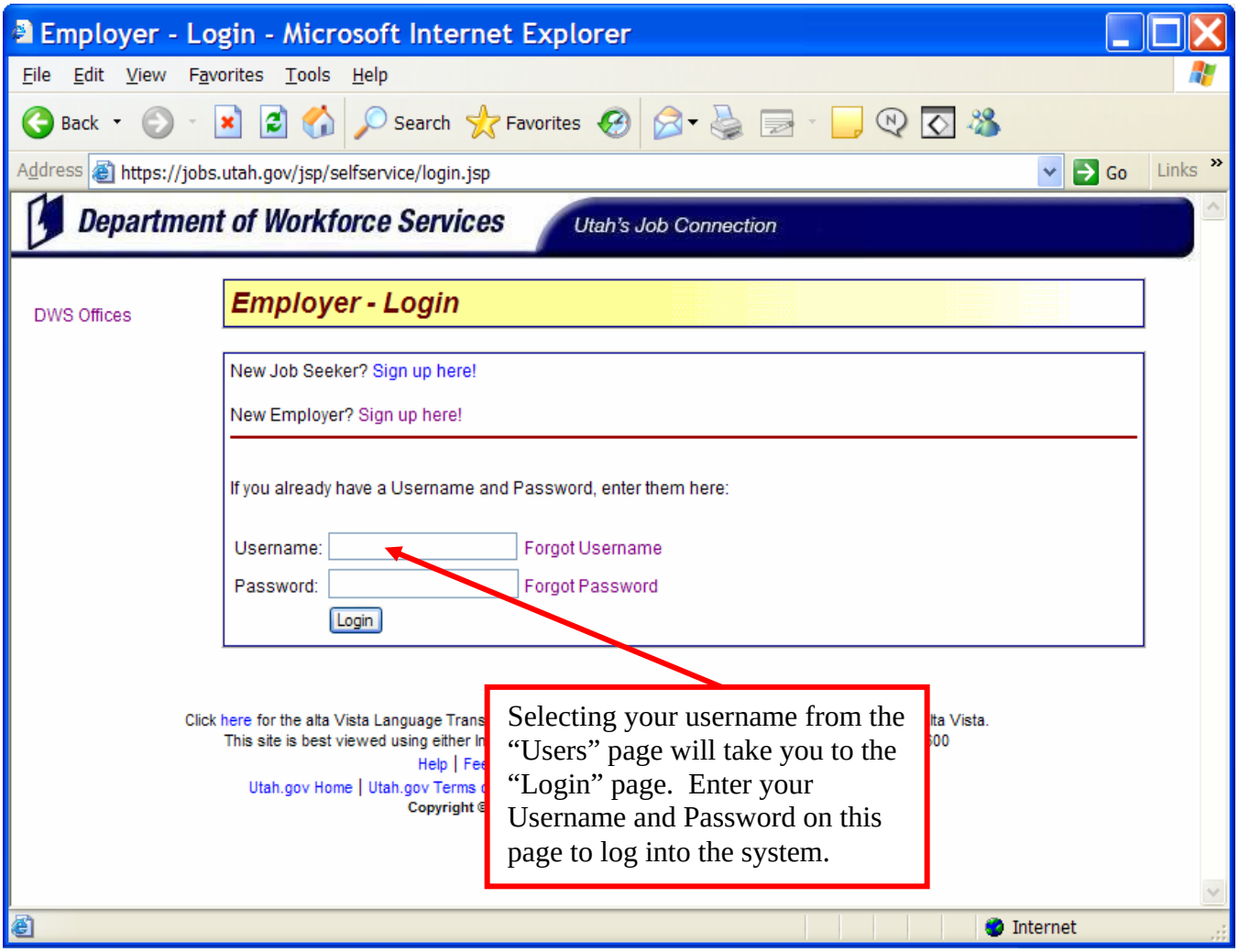
## Forgot Username Process – (Can't remember Username)



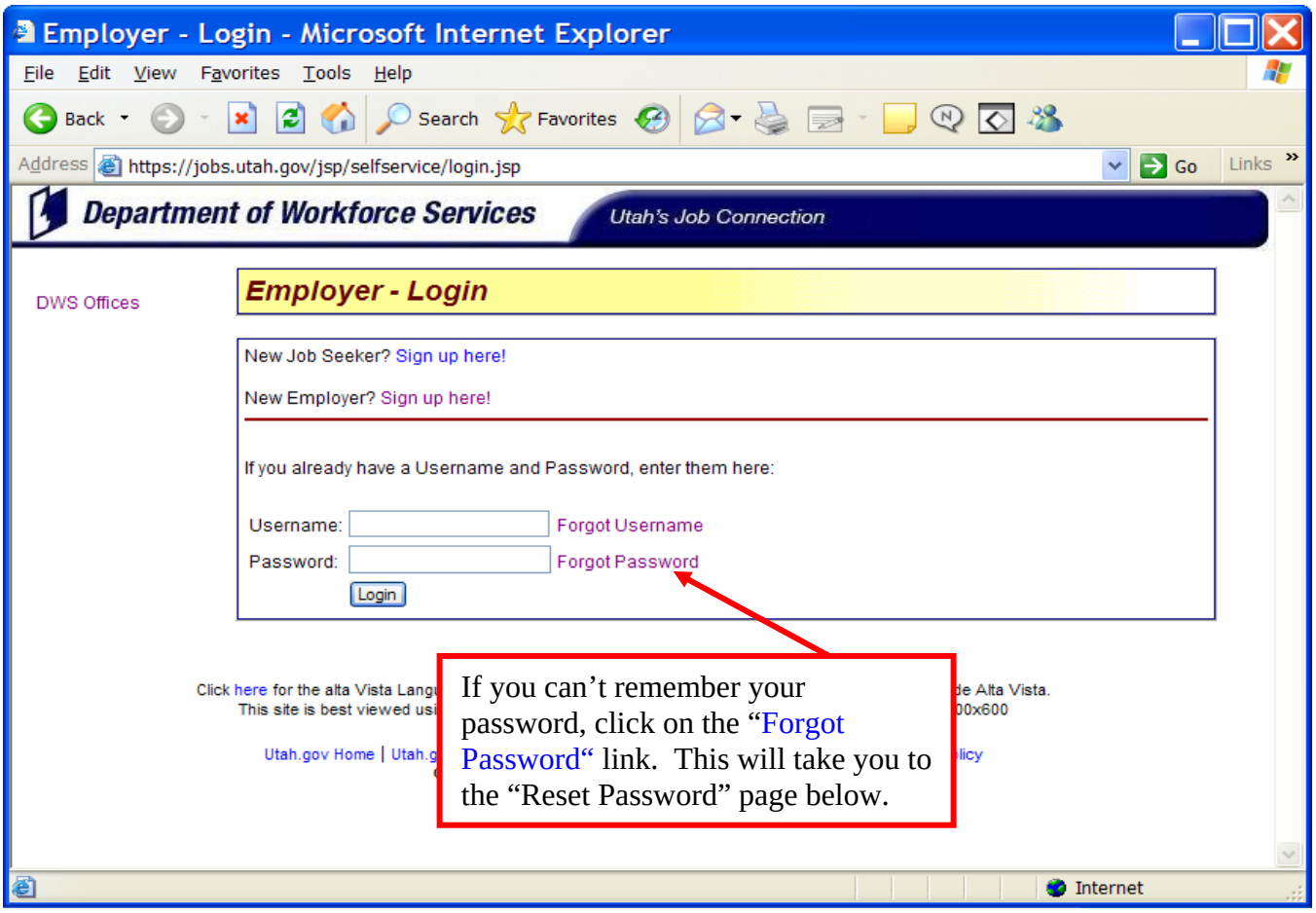


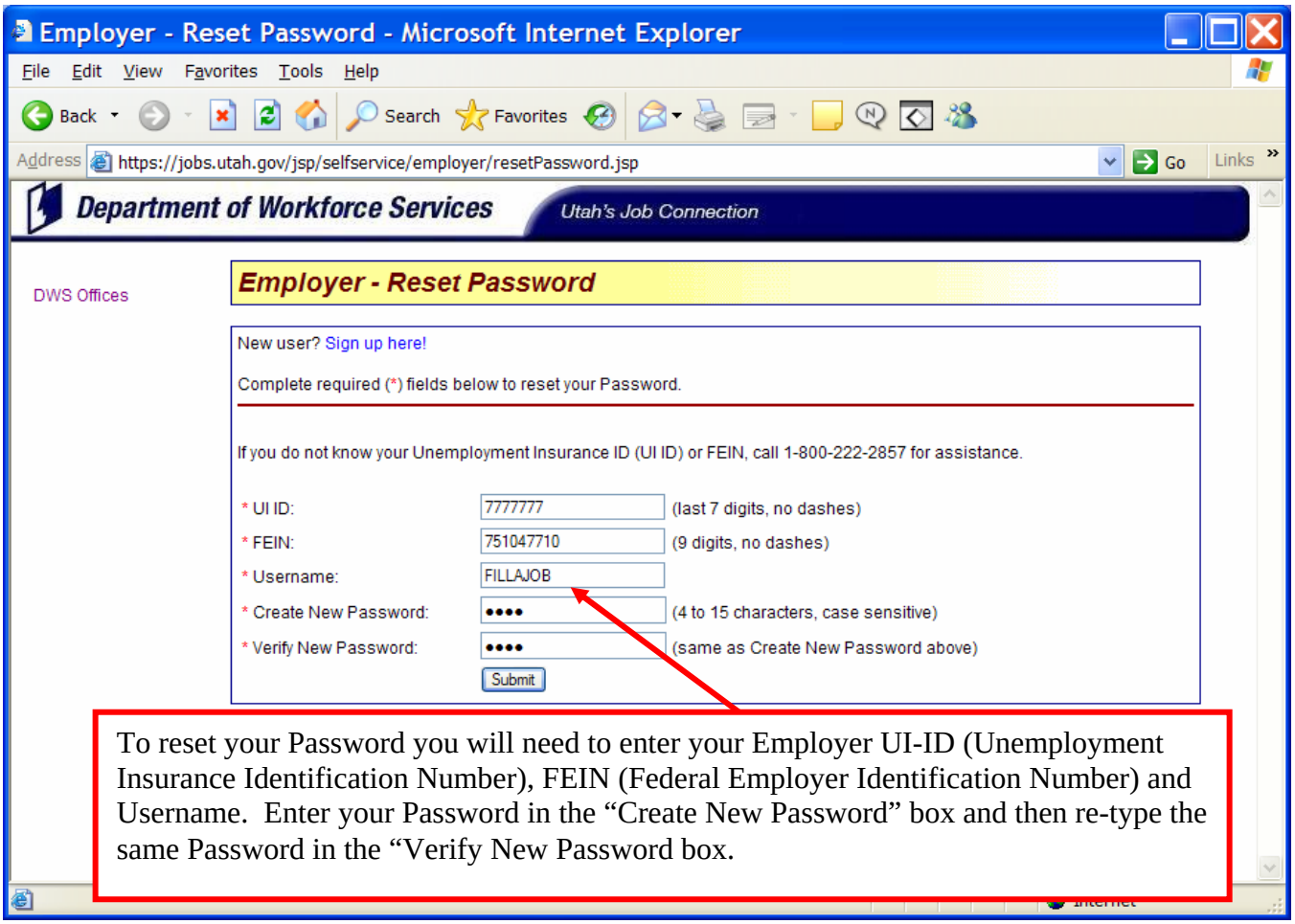

After entering the UI-ID and FEIN you come to the "Users" page. This page will list all of the Users for the employer. Select your Username from the list. Remember your username. You will need it to login on the following page.

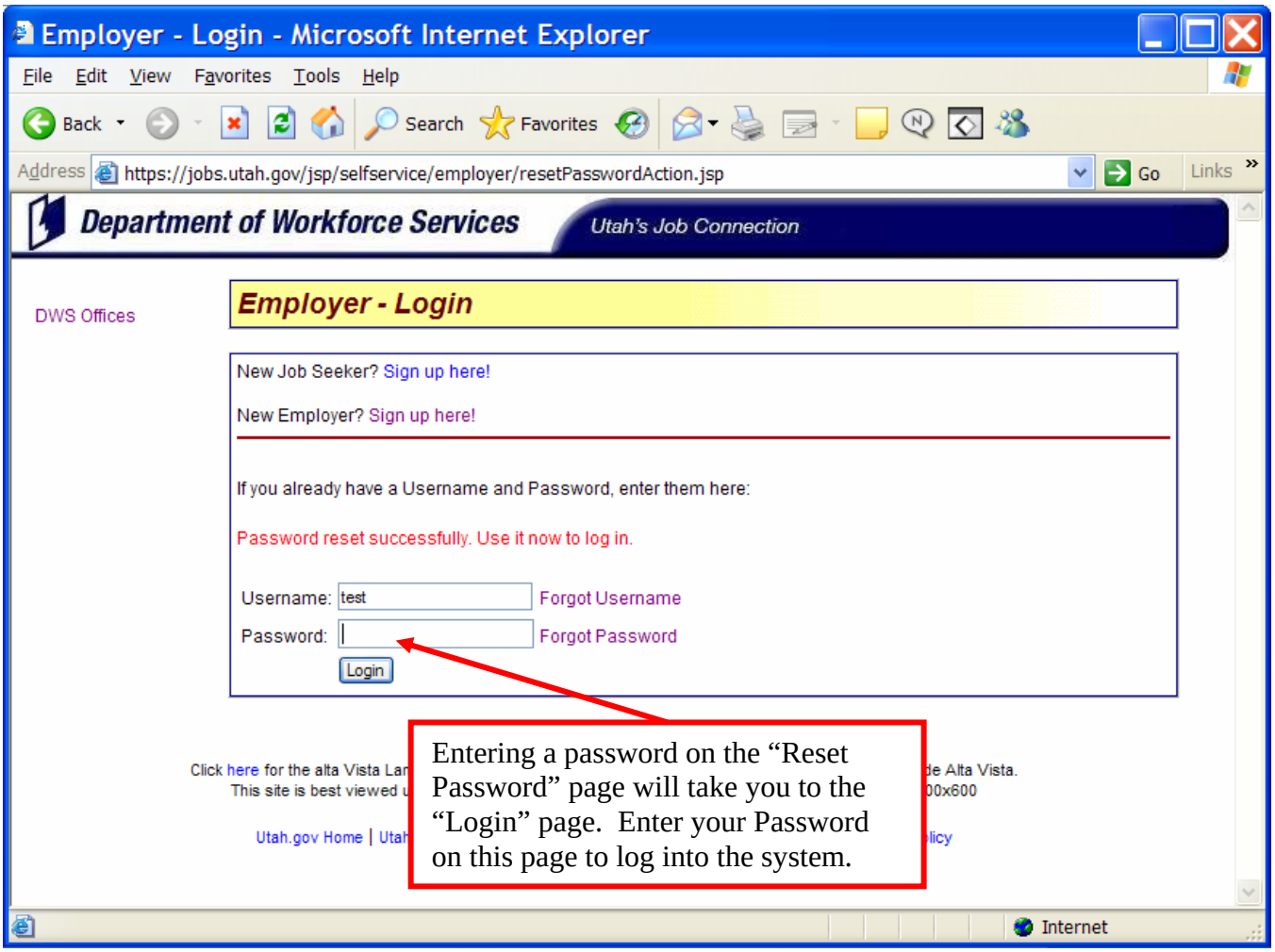



Selecting your username from the "Users" page will take you to the "Login" page. Enter your Username and Password on this page to log into the system.

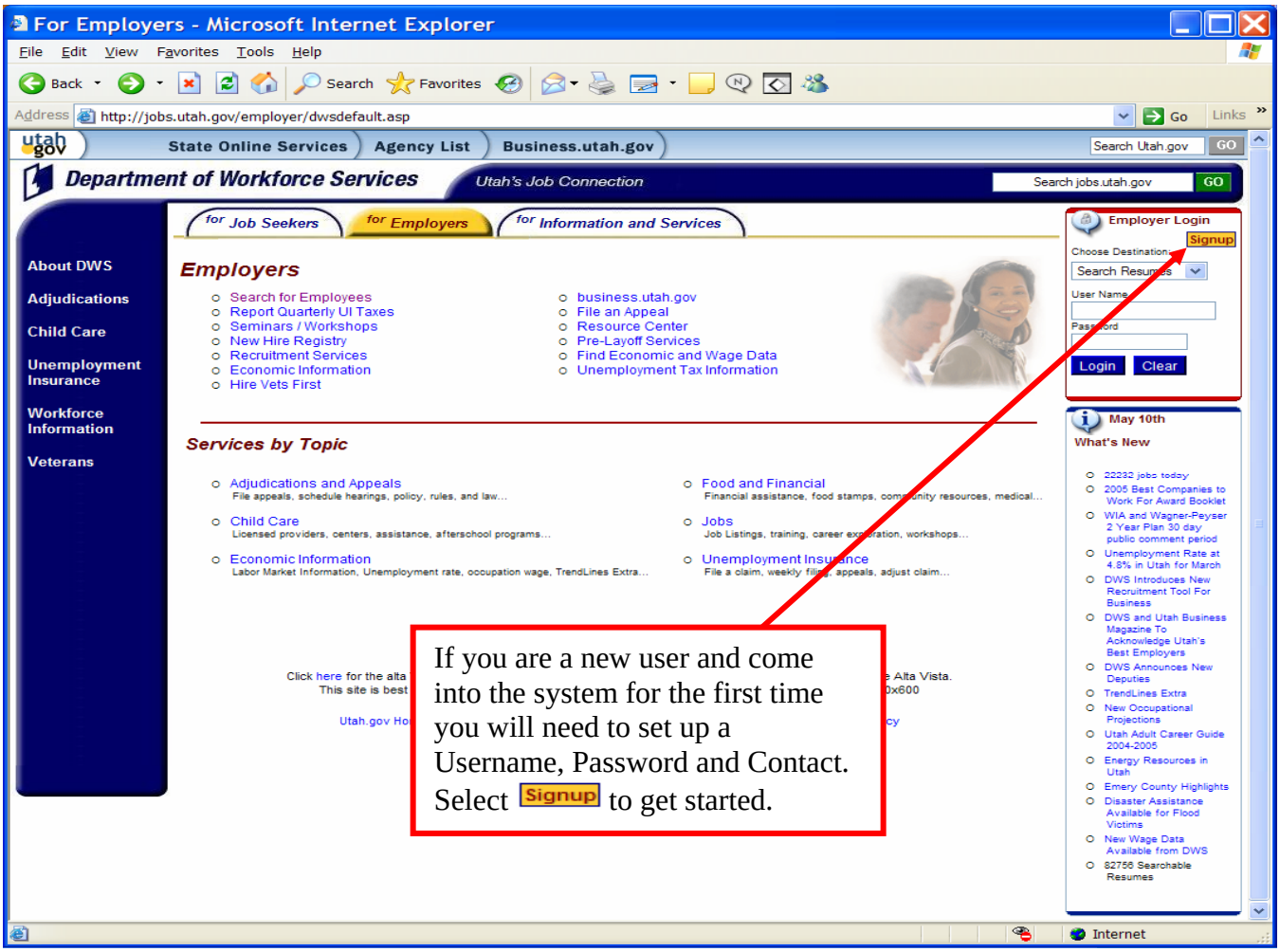
# Forgot Password Process – (Can't remember Password)

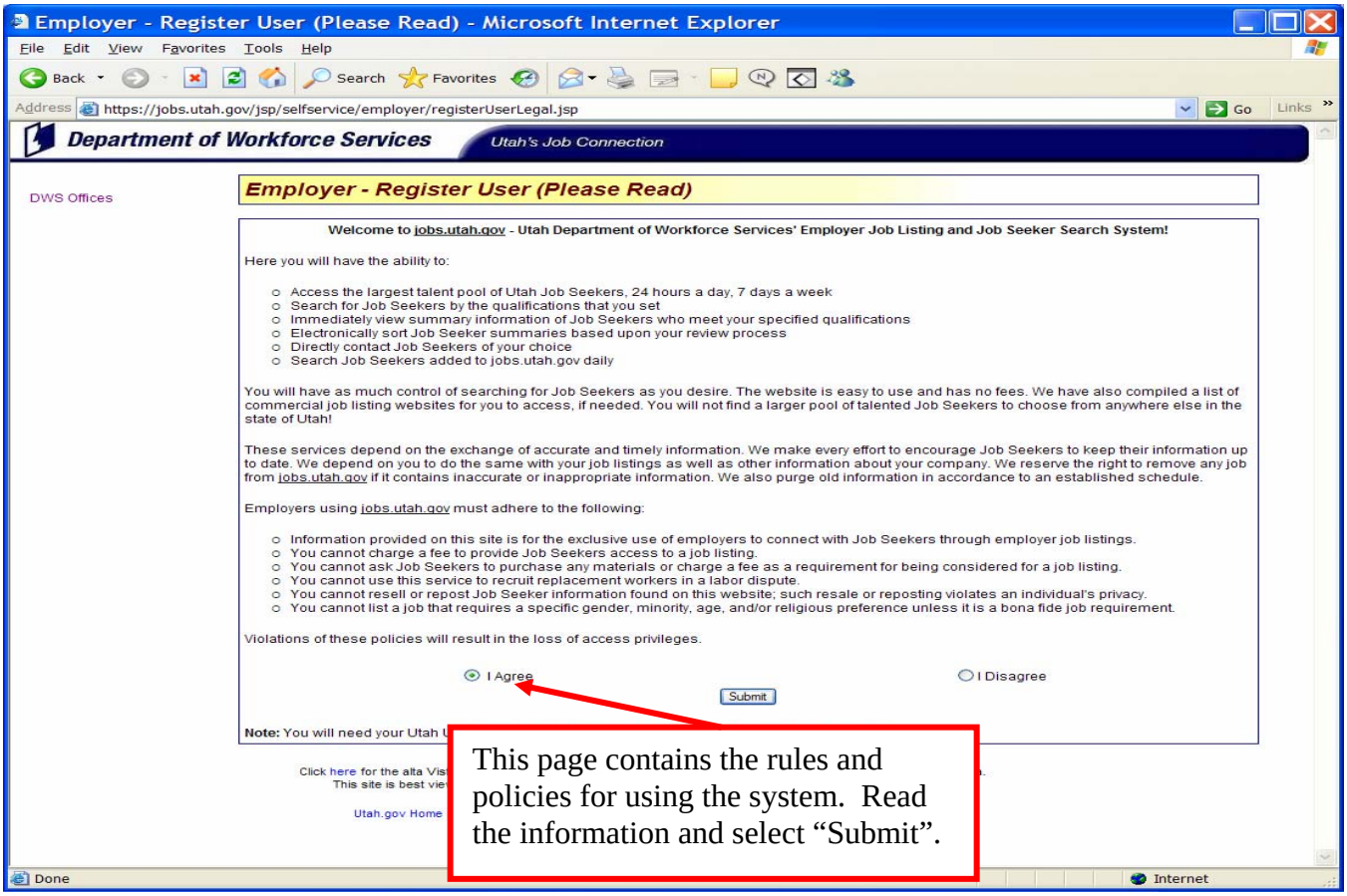


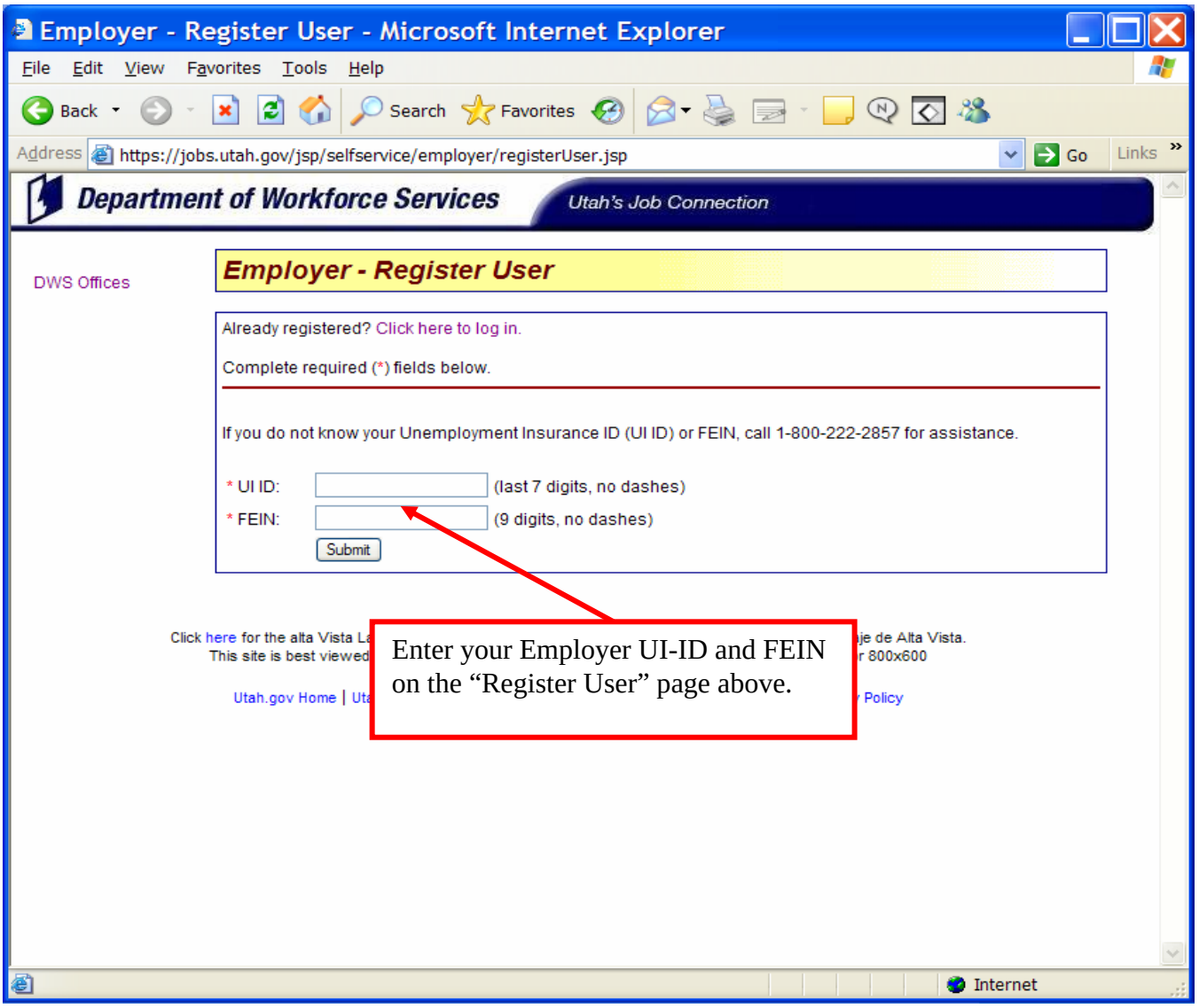



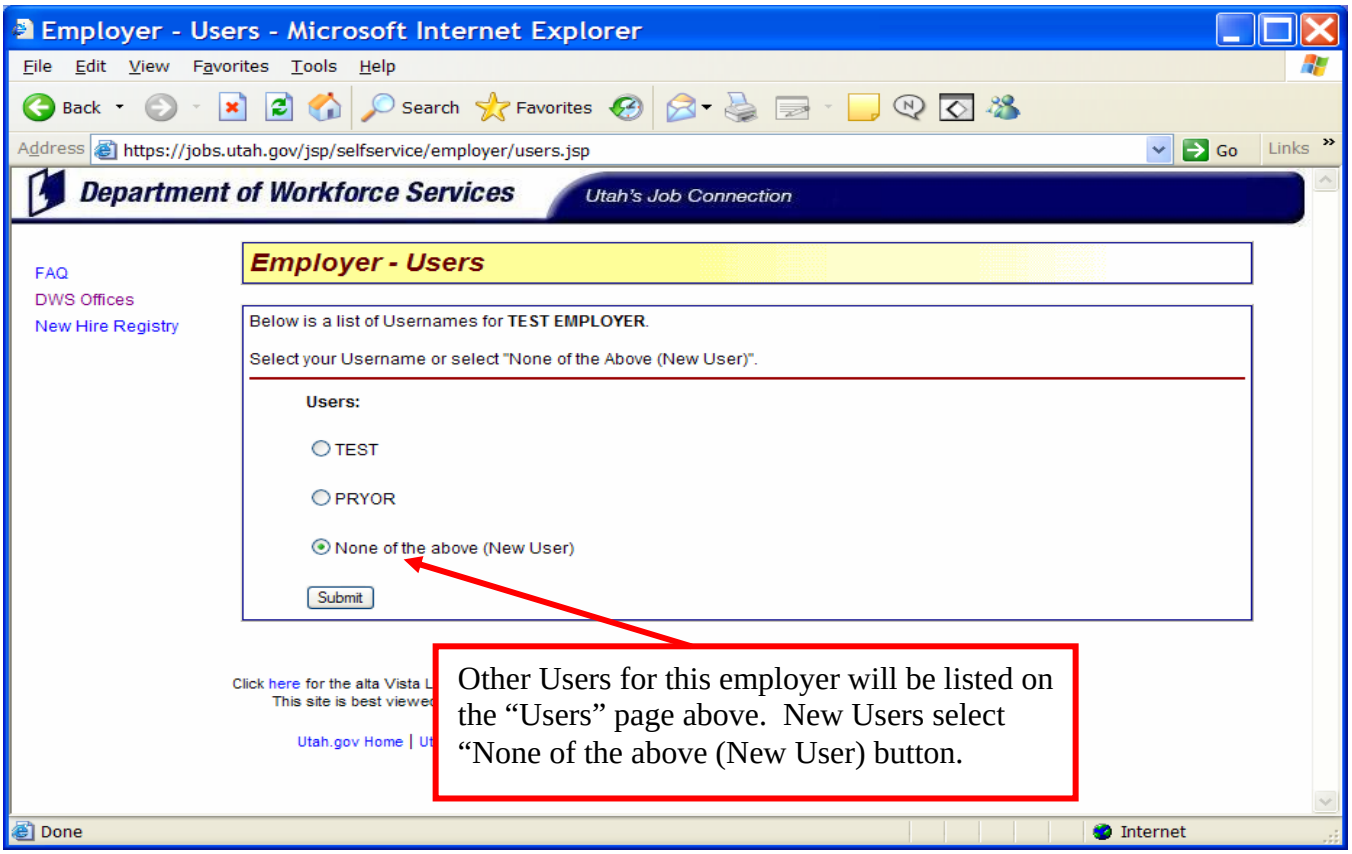

Employer - Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/employer/resetPasswordAction.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
DWS Offices
Employer - Login
New Job Seeker? Sign up here!
New Employer? Sign up here!
If you already have a Username and Password, enter them here:
Password reset successfully. Use it now to log in.
Username: test
Forgot Username
Password:
Forgot Password
Login
Entering a password on the "Reset Password" page will take you to the "Login" page. Enter your Password on this page to log into the system.
Internet

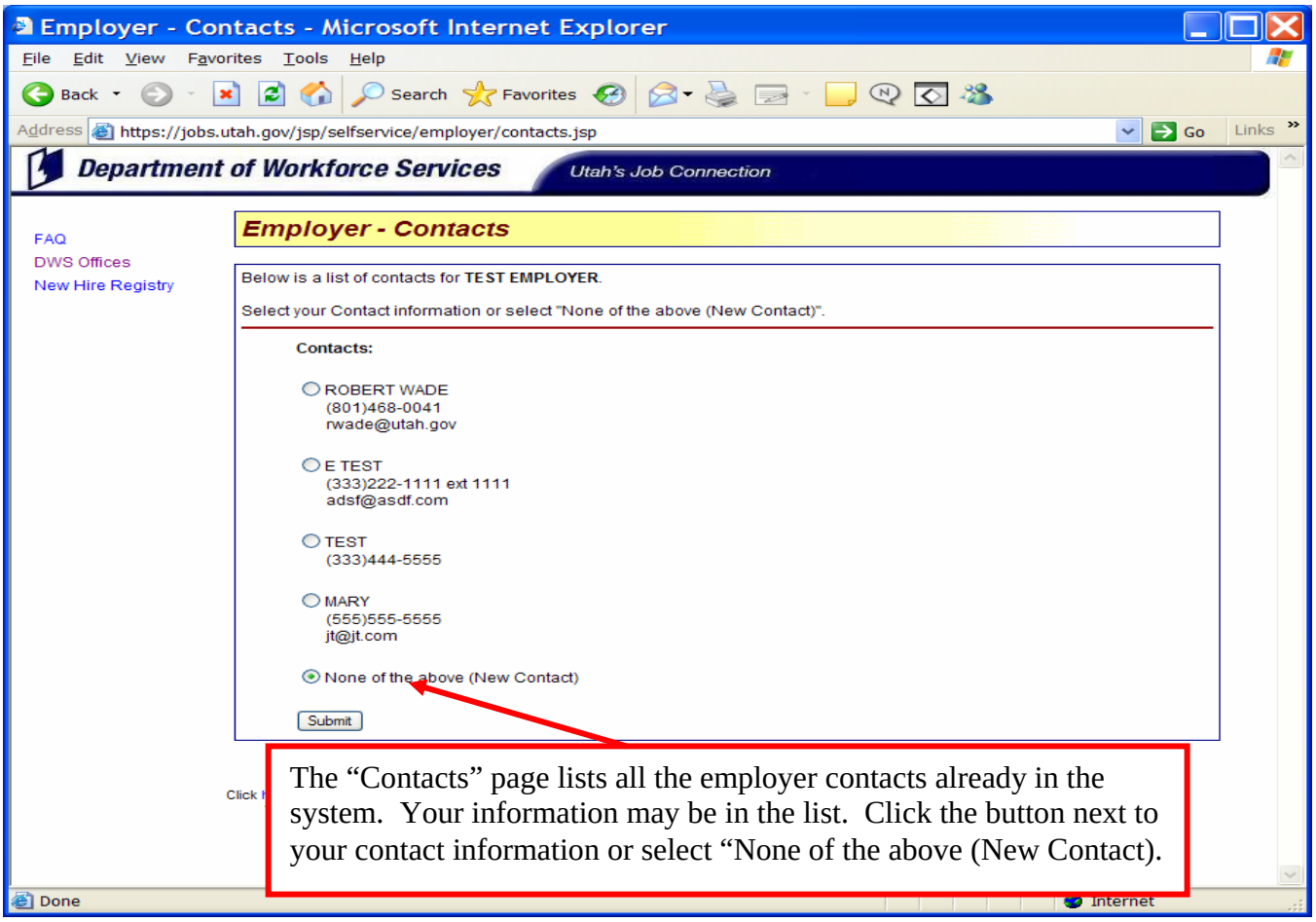
# New User Process – (First time using System)

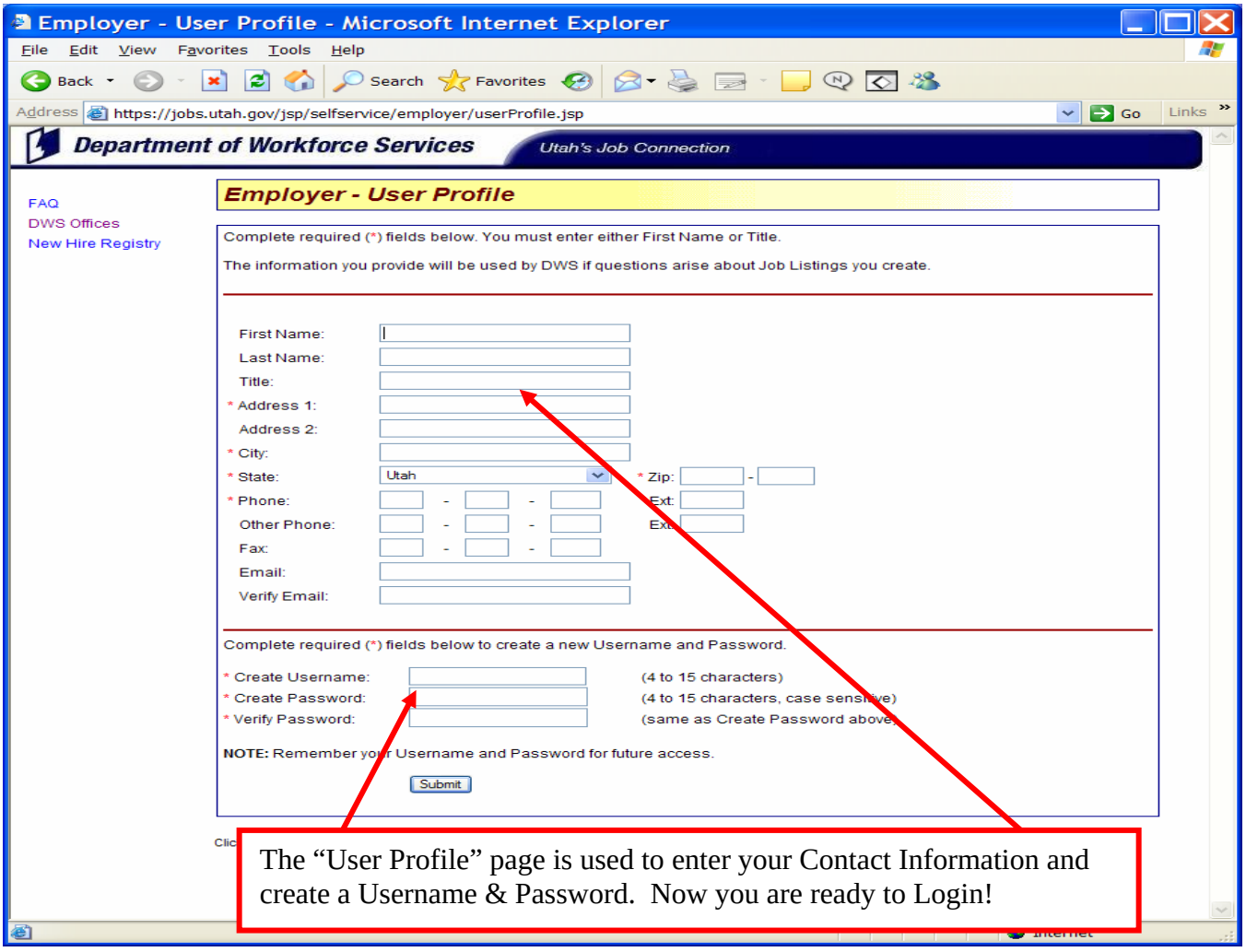


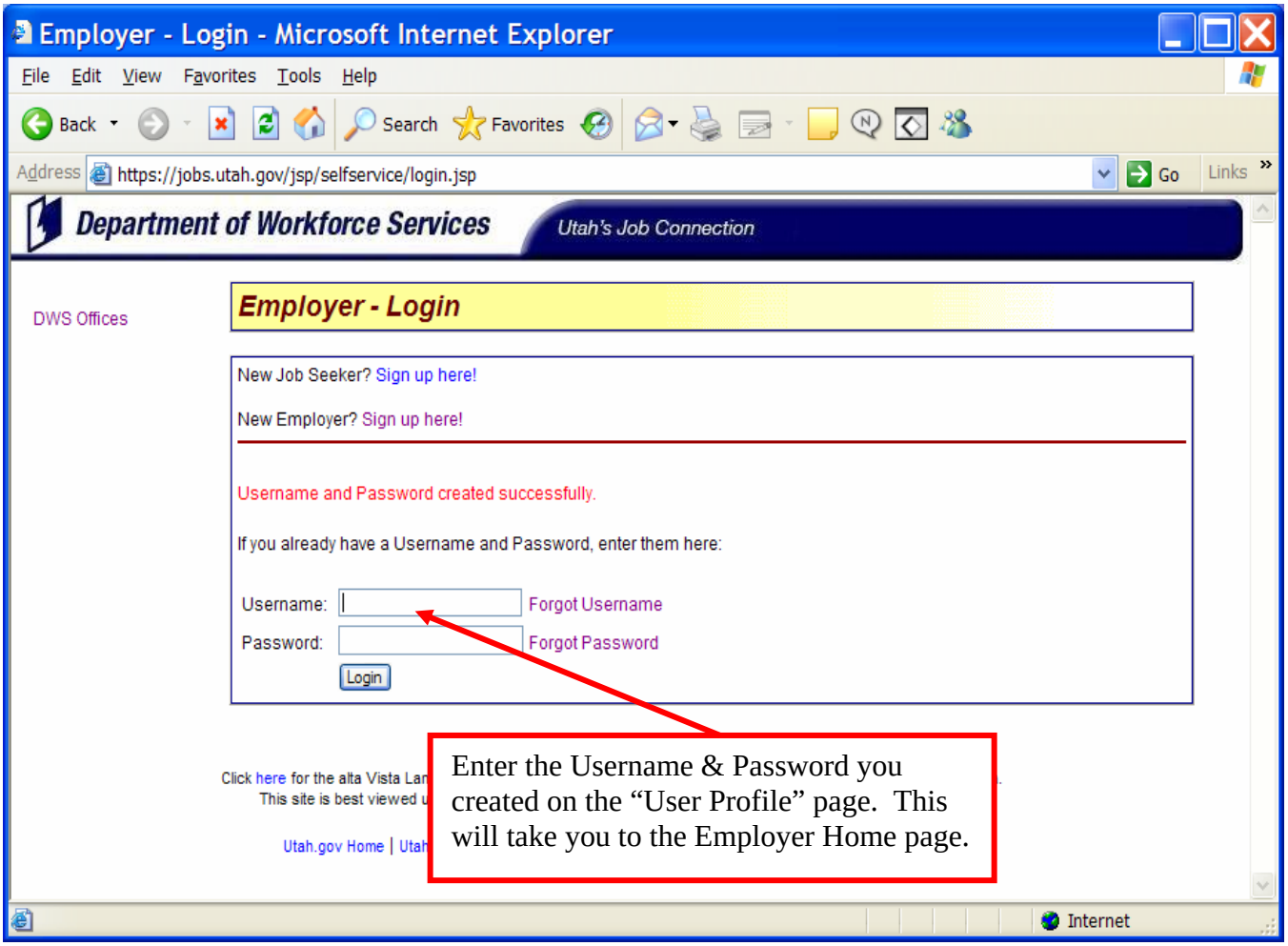




Employer - Register User - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/employer/registerUser.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
DWS Offices
Employer - Register User
Already registered? Click here to log in.
Complete required (*) fields below.
If you do not know your Unemployment Insurance ID (UI ID) or FEIN, call 1-800-222-2857 for assistance.
* UI ID: (last 7 digits, no dashes)
* FEIN: (9 digits, no dashes)
Submit
Enter your Employer UI-ID and FEIN on the "Register User" page above.
Utah.gov Home
Internet


Employer - Users - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/employer/users.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
FAQ
DWS Offices
New Hire Registry
Employer - Users
Below is a list of Usernames for TEST EMPLOYER.
Select your Username or select "None of the Above (New User)".
Users:
TEST
PRYOR
None of the above (New User)
Submit
Other Users for this employer will be listed on the "Users" page above. New Users select "None of the above (New User) button.
Done
Internet

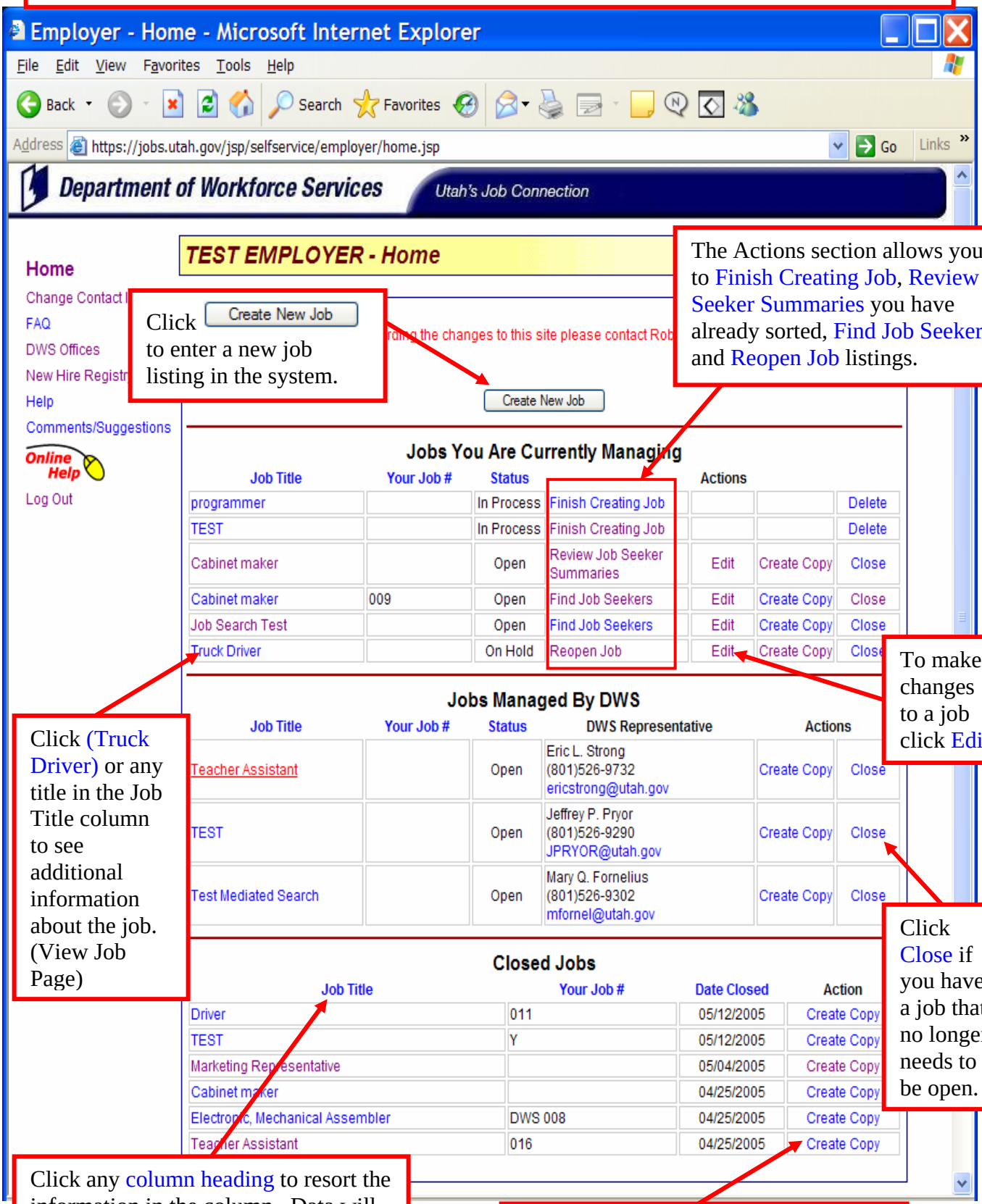

Employer - Contacts - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/employer/contacts.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
FAQ
DWS Offices
New Hire Registry
Employer - Contacts
Below is a list of contacts for TEST EMPLOYER.
Select your Contact information or select "None of the above (New Contact)".
Contacts:
ROBERT WADE
(801)468-0041
rwade@utah.gov
E TEST
(333)222-1111 ext 1111
adsf@asdf.com
TEST
(333)444-5555
MARY
(555)555-5555
jt@jt.com
None of the above (New Contact)
Submit
The "Contacts" page lists all the employer contacts already in the system. Your information may be in the list. Click the button next to your contact information or select "None of the above (New Contact).
Done
Internet


Employer - User Profile - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/employer/userProfile.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
FAQ
DWS Offices
New Hire Registry
Employer - User Profile
Complete required (*) fields below. You must enter either First Name or Title.
The information you provide will be used by DWS if questions arise about Job Listings you create.
First Name:
Last Name:
Title:
* Address 1:
Address 2:
* City:
* State:
Utah
* Zip:
* Phone:
Ext:
Other Phone:
Fax:
Email:
Verify Email:
Complete required (*) fields below to create a new Username and Password.
* Create Username:
(4 to 15 characters)
* Create Password:
(4 to 15 characters, case sensitive)
* Verify Password:
(same as Create Password above)
NOTE: Remember your Username and Password for future access.
Submit
The "User Profile" page is used to enter your Contact Information and create a Username & Password. Now you are ready to Login!


Employer - Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://jobs.utah.gov/jsp/selfservice/login.jsp
Go Links
Department of Workforce Services
Utah's Job Connection
DWS Offices
Employer - Login
New Job Seeker? Sign up here!
New Employer? Sign up here!
Username and Password created successfully.
If you already have a Username and Password, enter them here:
Username:
Forgot Username
Password:
Forgot Password
Login
Enter the Username & Password you created on the "User Profile" page. This will take you to the Employer Home page.
Utah.gov Home
Internet

# Employer Home Page

The Home page is divided into 3 sections. 1. Employer Managed Jobs. 2. DWS Managed Jobs. 3. Closed Jobs. From the Home page you can create new jobs, view & edit current jobs, copy jobs, find job seekers, review job seeker summaries, close jobs and send DWS workers email.




Click Create New Job to enter a new job listing in the system.

The Actions section allows you to Finish Creating Job, Review Seeker Summaries you have already sorted, Find Job Seekers and Reopen Job listings.

To make changes to a job click Edit.

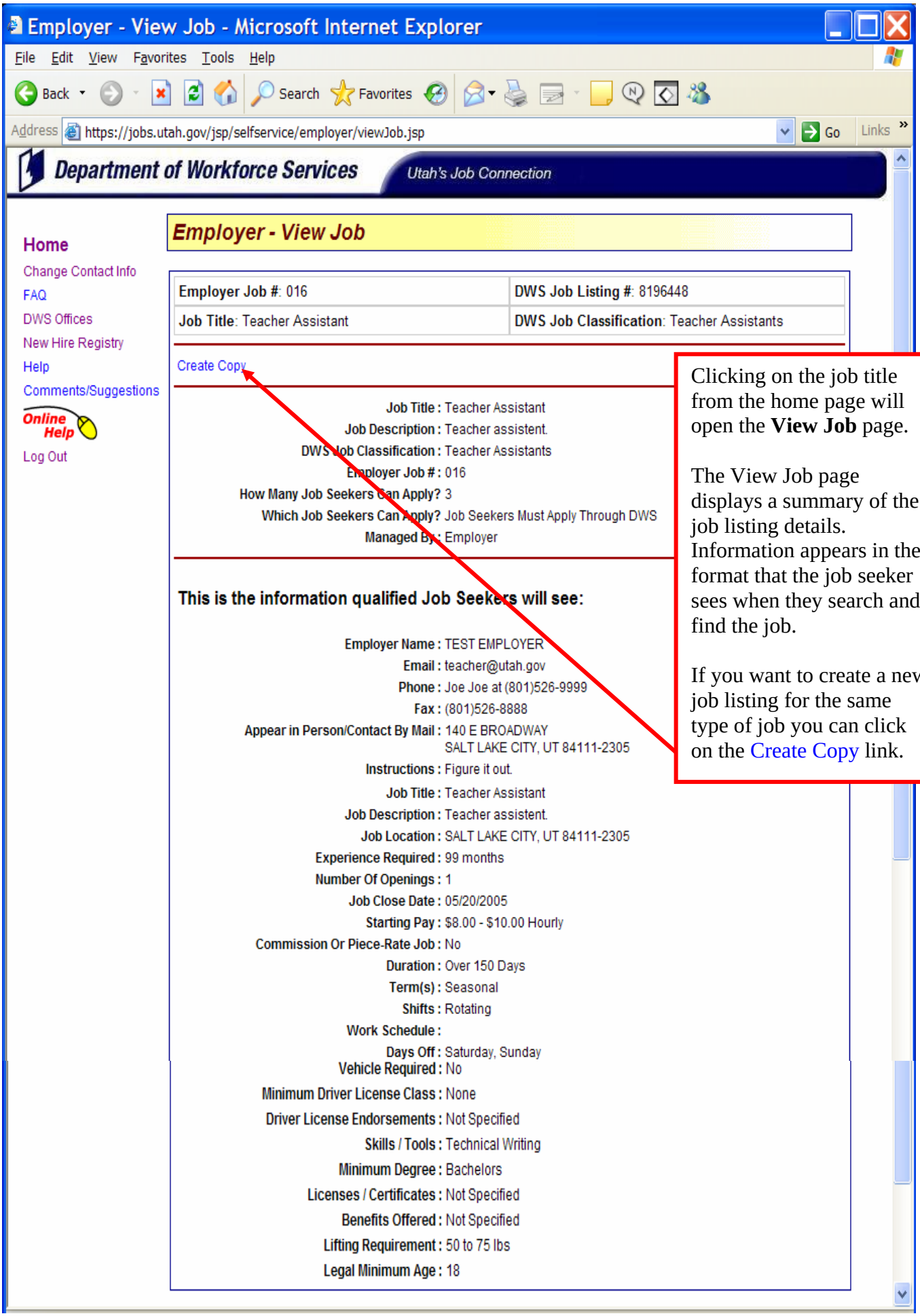
Click (Truck Driver) or any title in the Job Title column to see additional information about the job. (View Job Page)

Click Close if you have a job that no longer needs to be open.

Click any column heading to resort the information in the column. Data will sort in Ascending or Descending order every time you click the heading.

To open a job that is like one you may have had in the past click Create Copy.

# Employer View Job

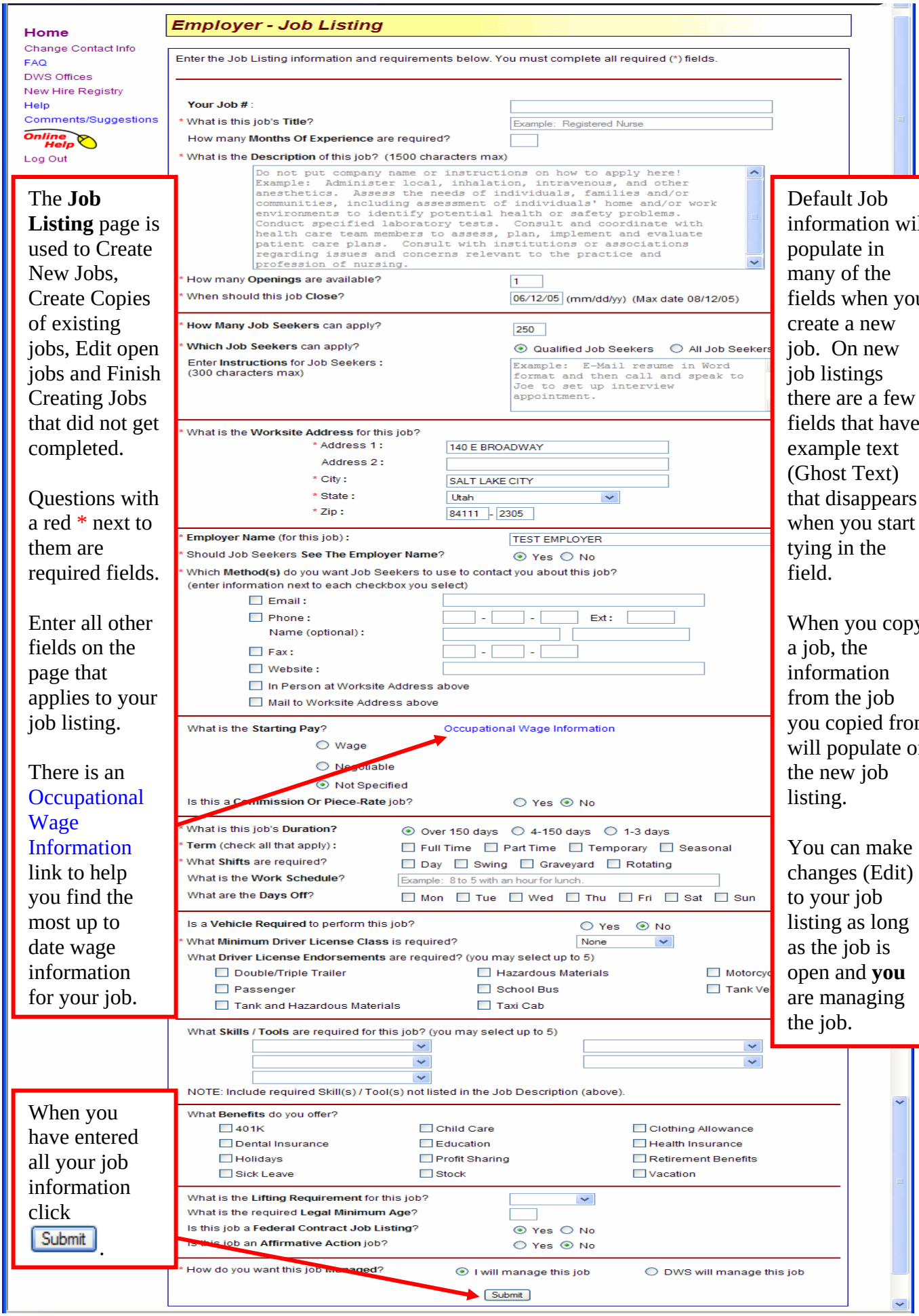



Clicking on the job title from the home page will open the **View Job** page.

The View Job page displays a summary of the job listing details. Information appears in the format that the job seeker sees when they search and find the job.

If you want to create a new job listing for the same type of job you can click on the Create Copy link.

# Create New Job / Create Copy / Edit / Finish Creating Job




The **Job Listing** page is used to Create New Jobs, Create Copies of existing jobs, Edit open jobs and Finish Creating Jobs that did not get completed.

Questions with a red * next to them are required fields.

Enter all other fields on the page that applies to your job listing.

There is an Occupational Wage Information link to help you find the most up to date wage information for your job.

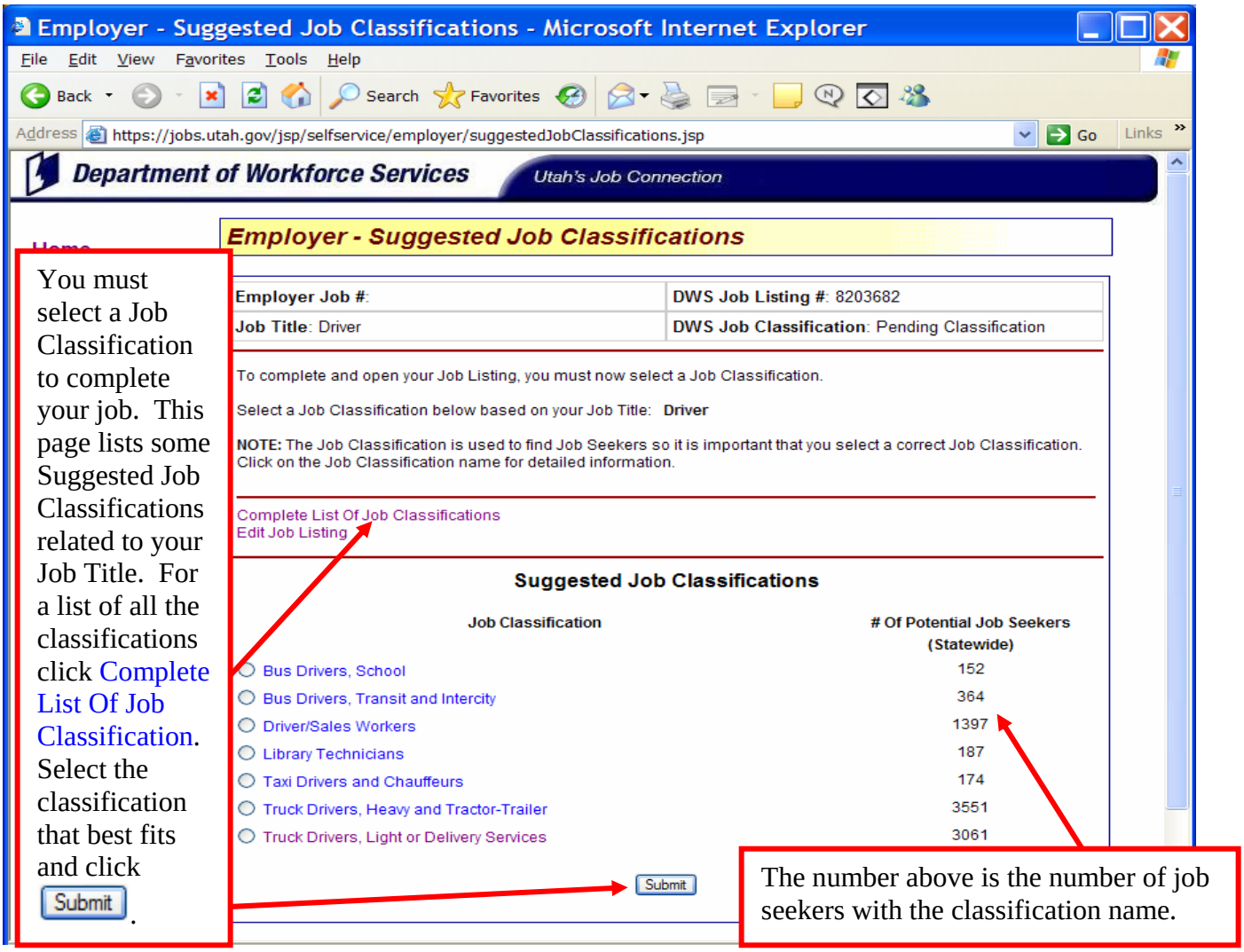
When you have entered all your job information click Submit.

Default Job information will populate in many of the fields when you create a new job. On new job listings there are a few fields that have example text (Ghost Text) that disappears when you start tying in the field.

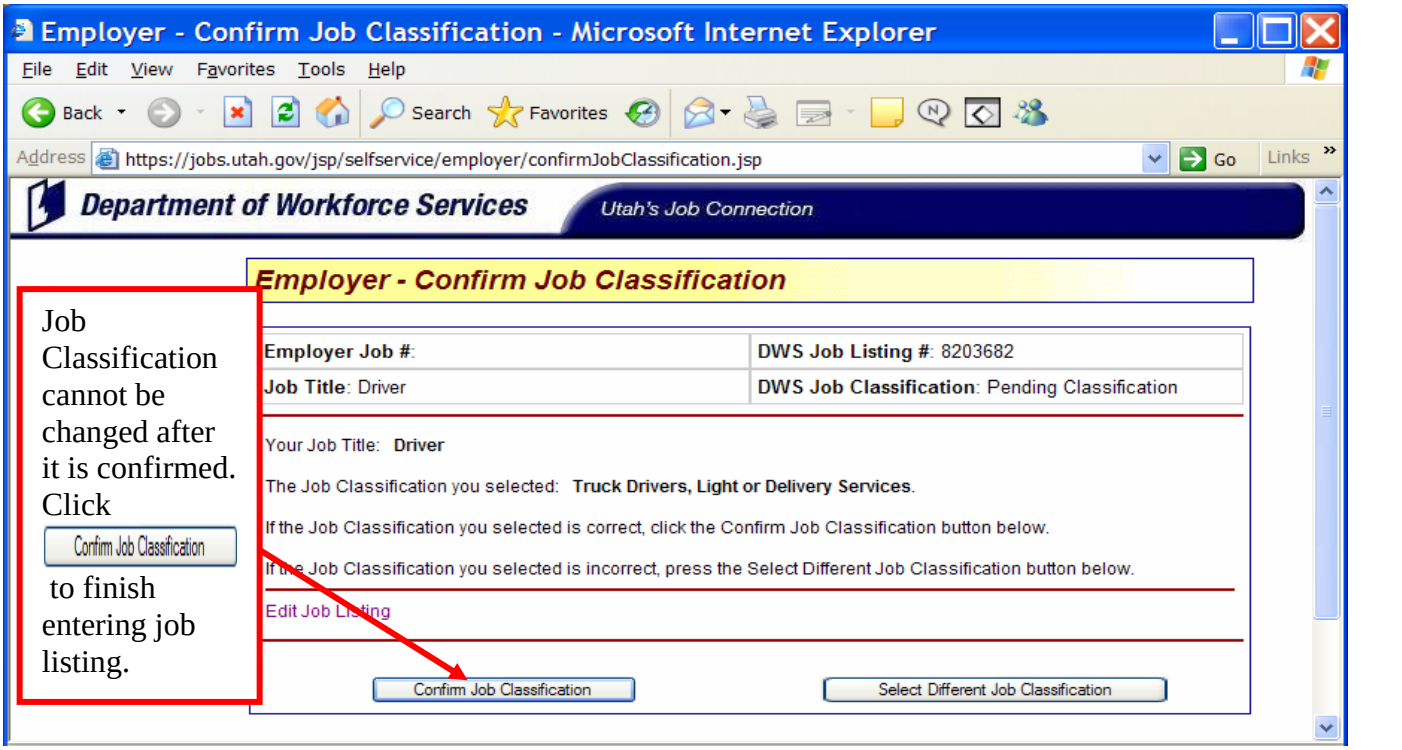
When you copy a job, the information from the job you copied from will populate on the new job listing.

You can make changes (Edit) to your job listing as long as the job is open and **you** are managing the job.

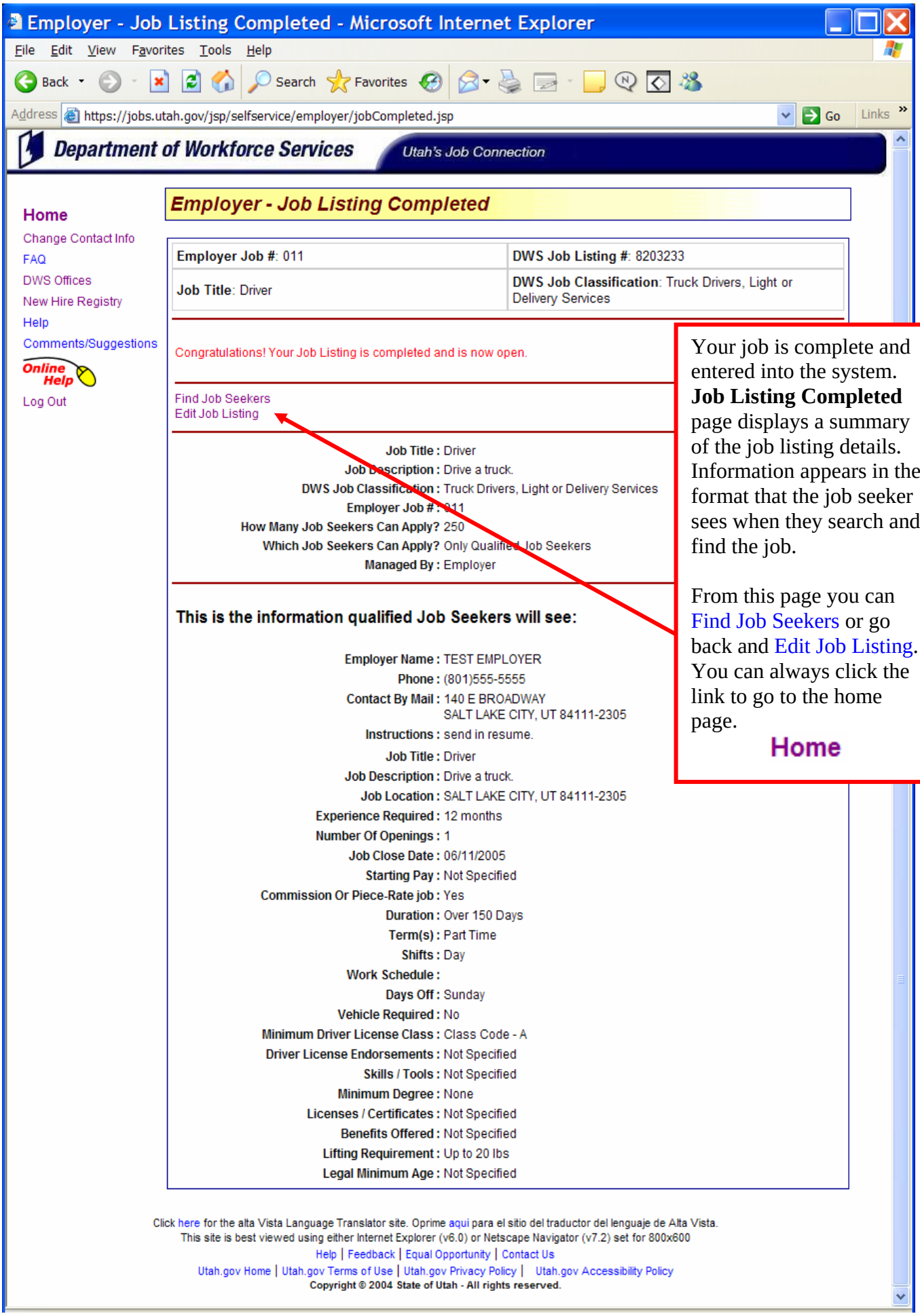
## Suggested Job Classifications




## Confirm Job Classification



# Job Listing Completed

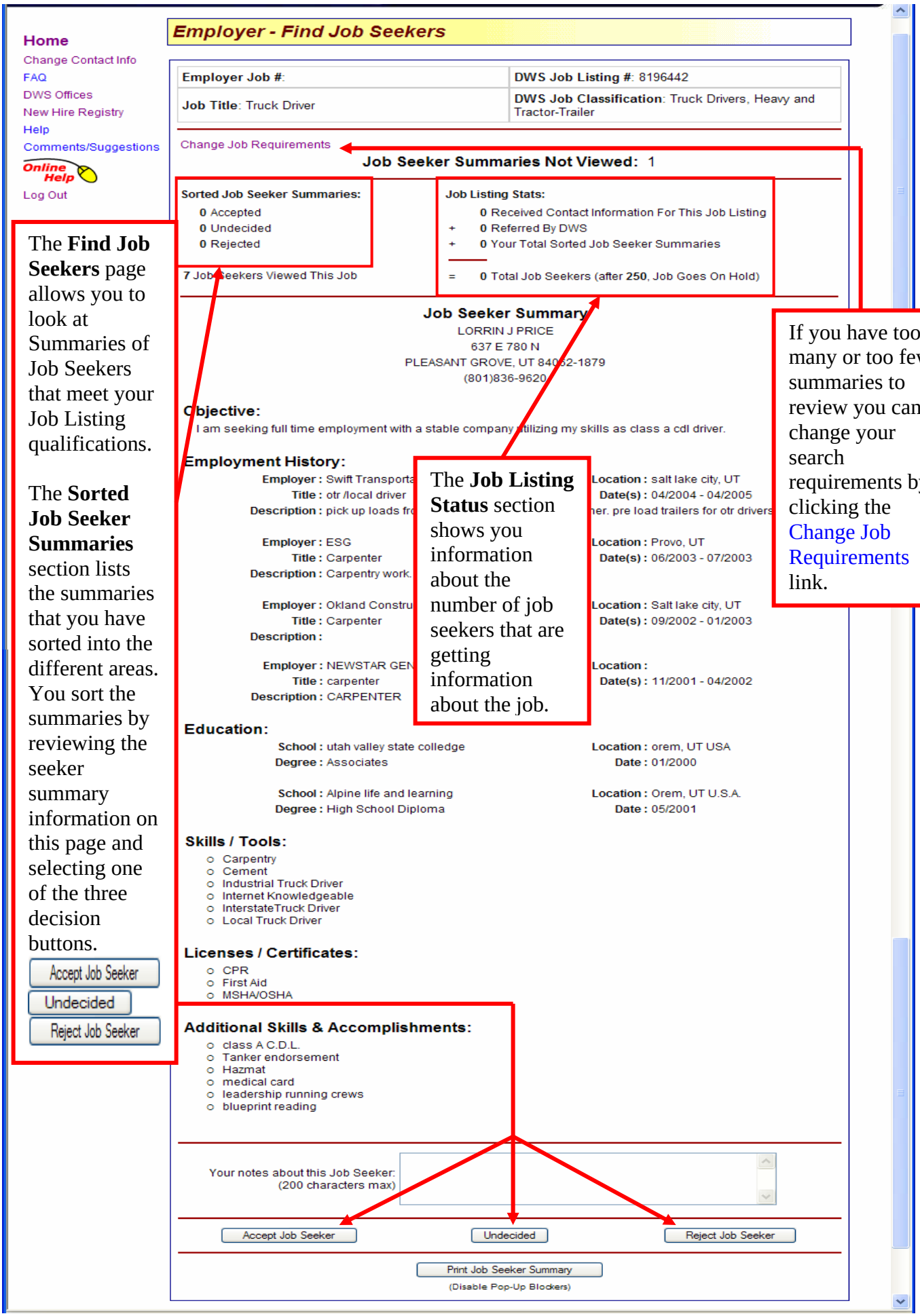



Your job is complete and entered into the system. **Job Listing Completed** page displays a summary of the job listing details. Information appears in the format that the job seeker sees when they search and find the job.

From this page you can Find Job Seekers or go back and Edit Job Listing. You can always click the link to go to the home page.

**Home**

## Find Job Seekers – (Review Seeker Summaries)




The **Find Job Seekers** page allows you to look at Summaries of Job Seekers that meet your Job Listing qualifications.

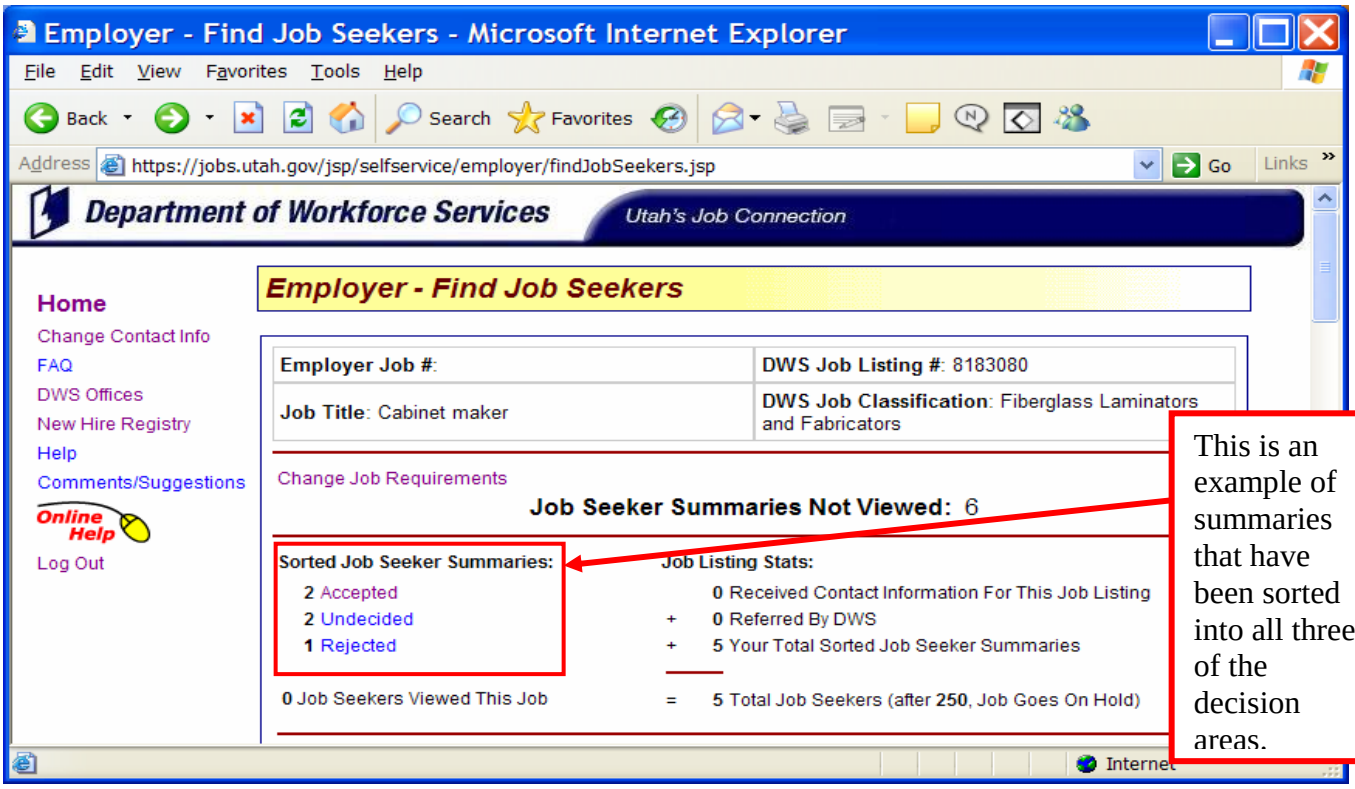
The **Sorted Job Seeker Summaries** section lists the summaries that you have sorted into the different areas. You sort the summaries by reviewing the seeker summary information on this page and selecting one of the three decision buttons.

Accept Job Seeker
Undecided
Reject Job Seeker

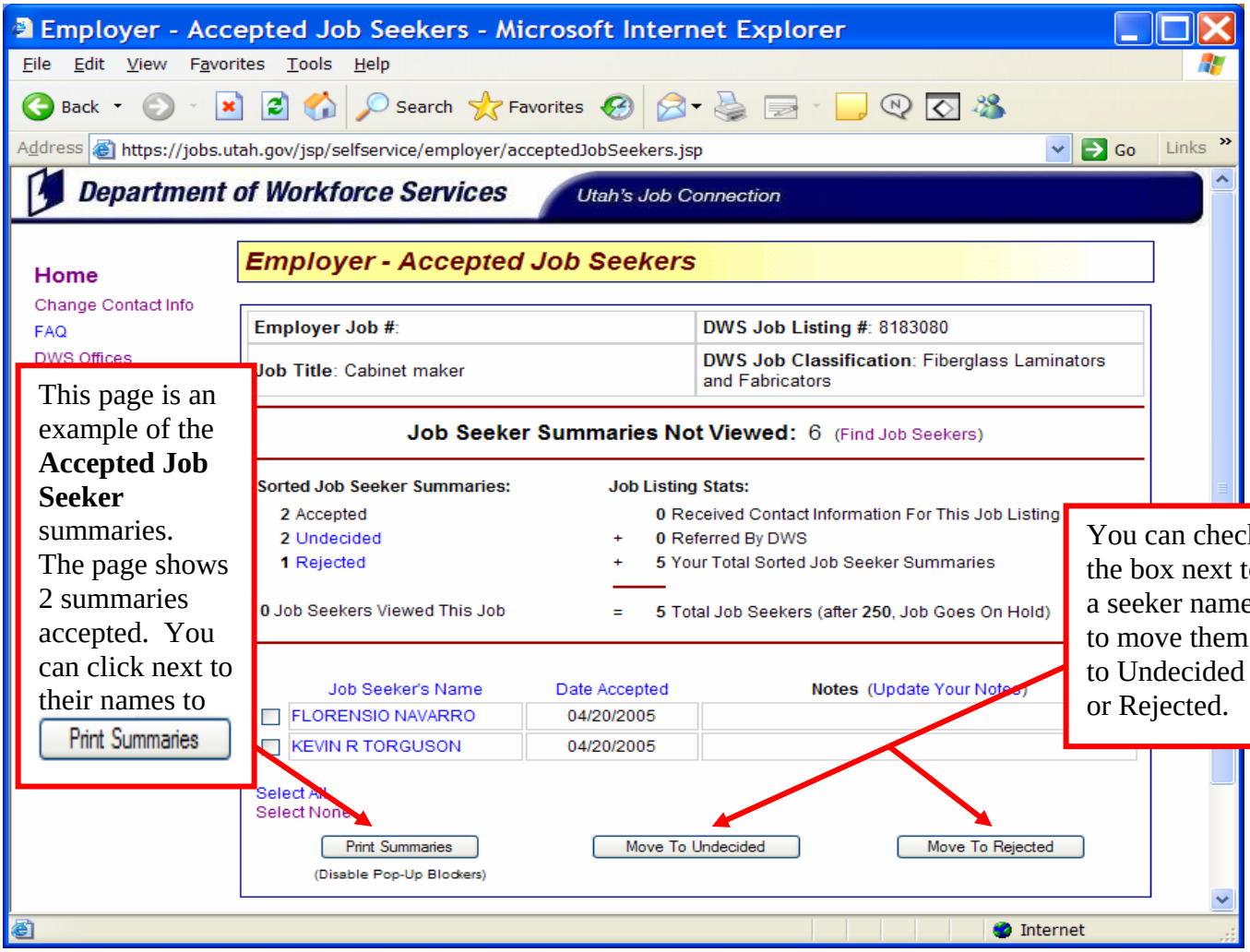
The **Job Listing Status** section shows you information about the number of job seekers that are getting information about the job.

If you have too many or too few summaries to review you can change your search requirements by clicking the Change Job Requirements link.

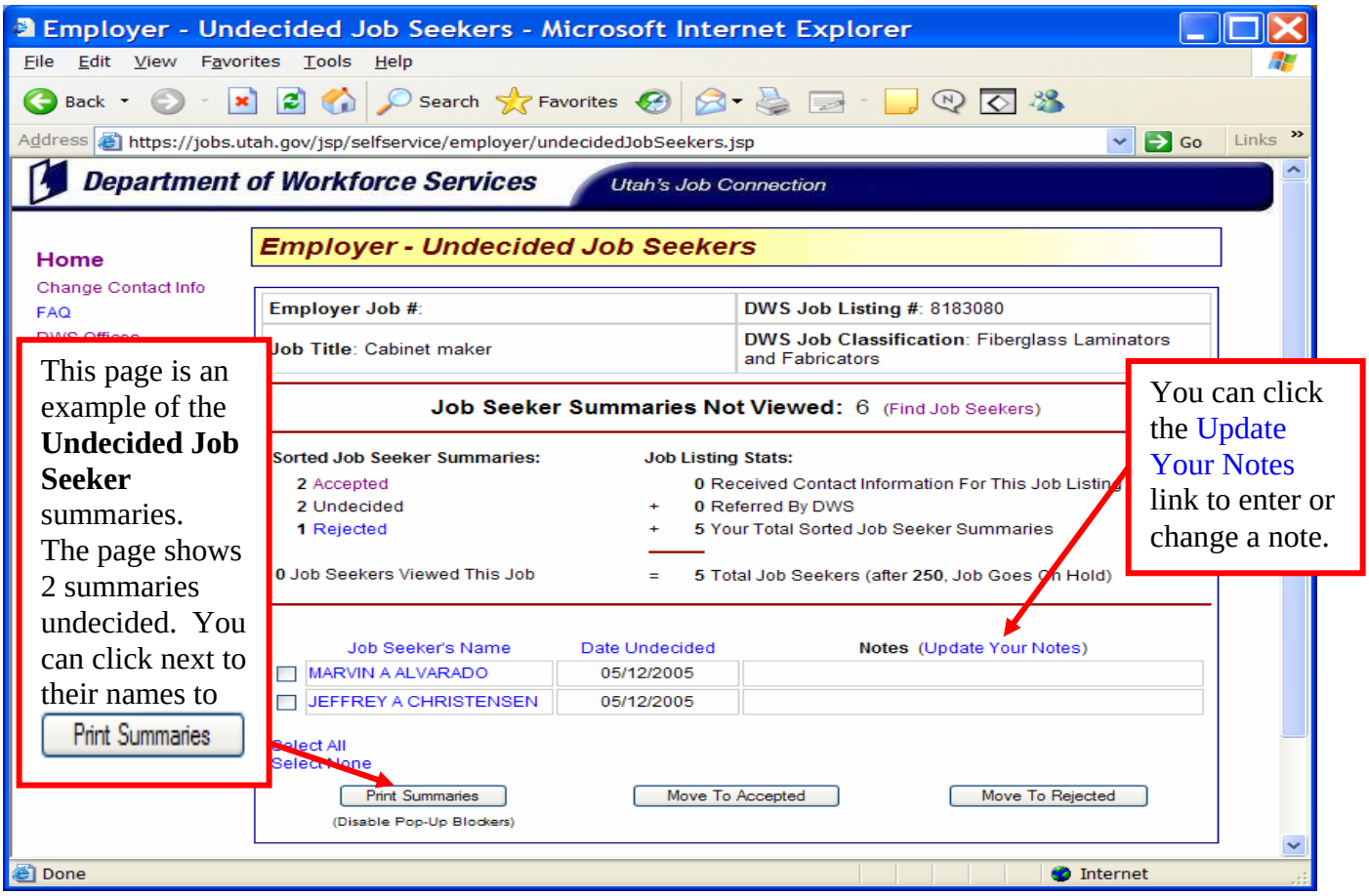
## Find Job Seekers – (Sorted Job Seeker Summaries)




## Accepted Job Seeker Summaries



## Undecided Job Seeker Summaries

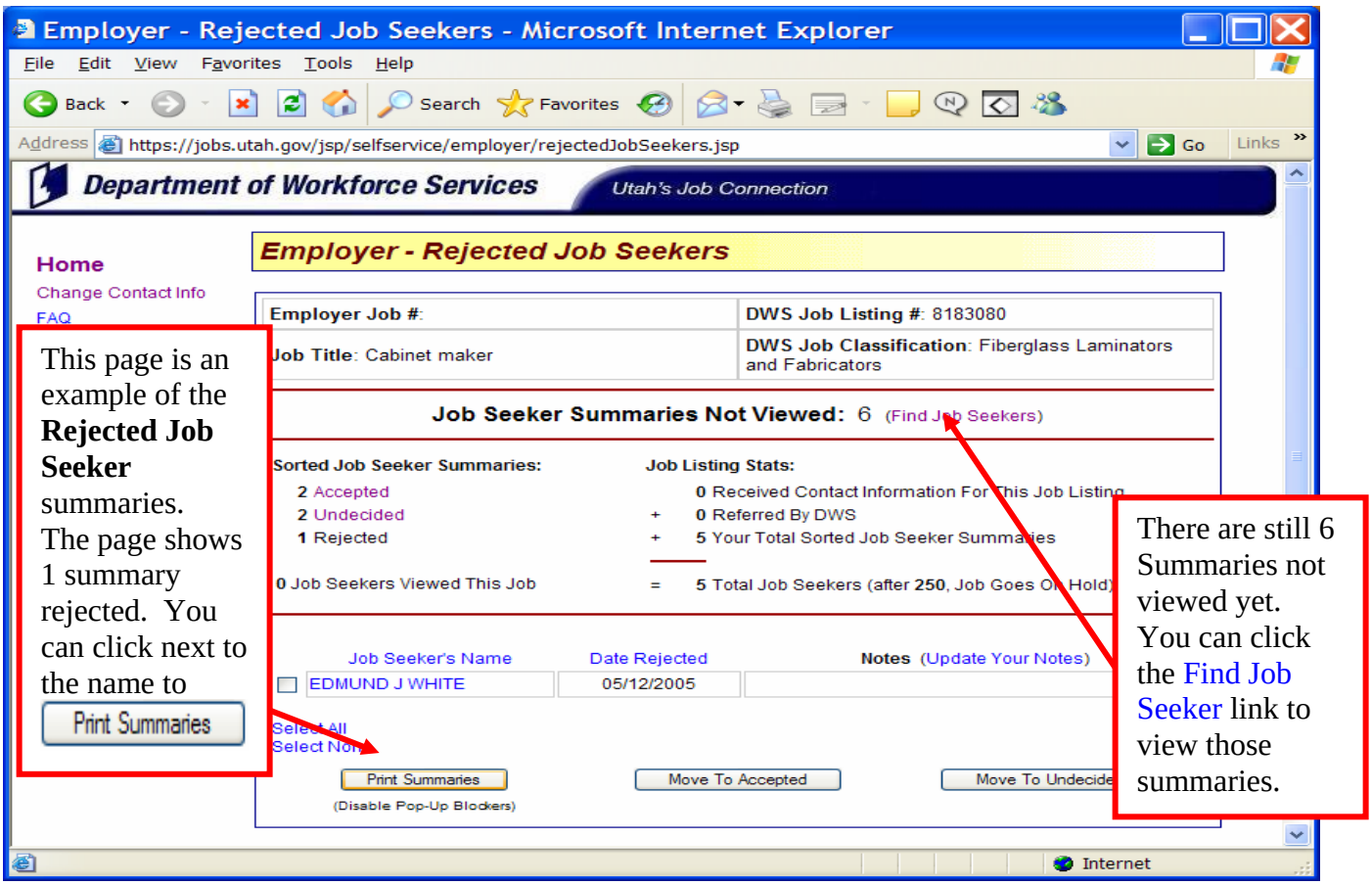



This page is an example of the **Undecided Job Seeker** summaries. The page shows 2 summaries undecided. You can click next to their names to

Print Summaries

You can click the Update Your Notes link to enter or change a note.

## Rejected Job Seeker Summaries

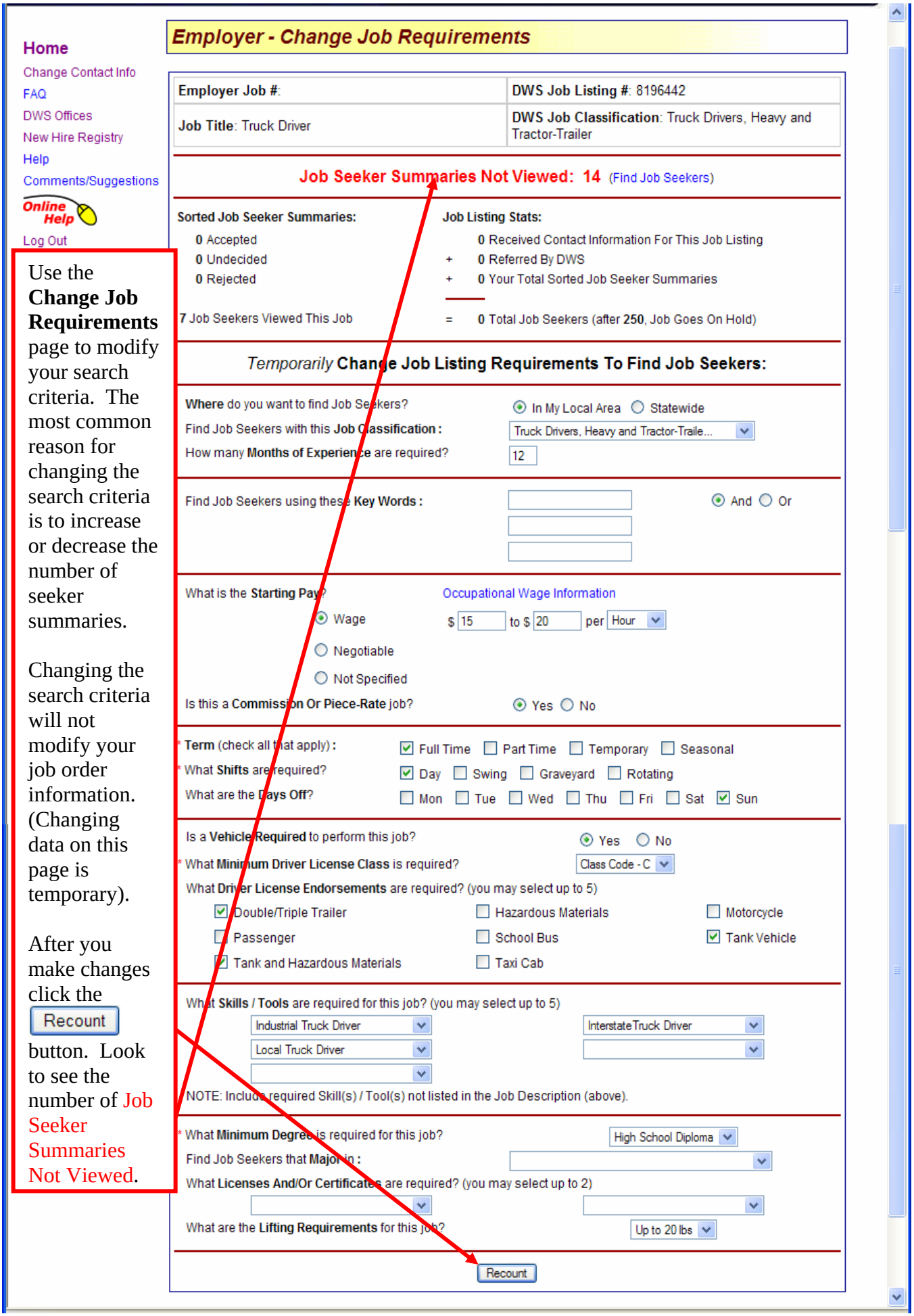



This page is an example of the **Rejected Job Seeker** summaries. The page shows 1 summary rejected. You can click next to the name to

Print Summaries

There are still 6 Summaries not viewed yet. You can click the Find Job Seeker link to view those summaries.

# Change Job Requirements – (Increase/Decrease Summaries)

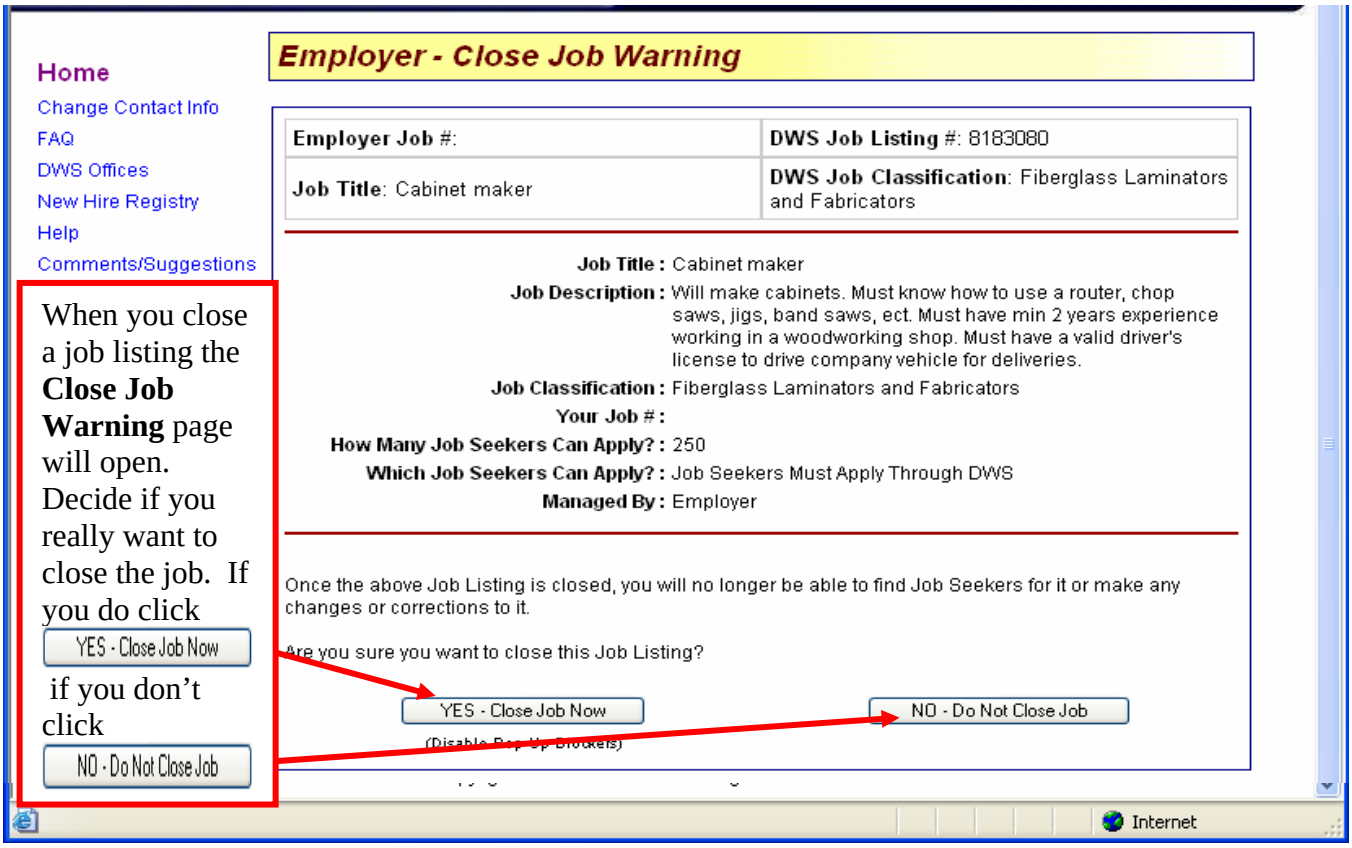



Use the **Change Job Requirements** page to modify your search criteria. The most common reason for changing the search criteria is to increase or decrease the number of seeker summaries.

Changing the search criteria will not modify your job order information. (Changing data on this page is temporary).

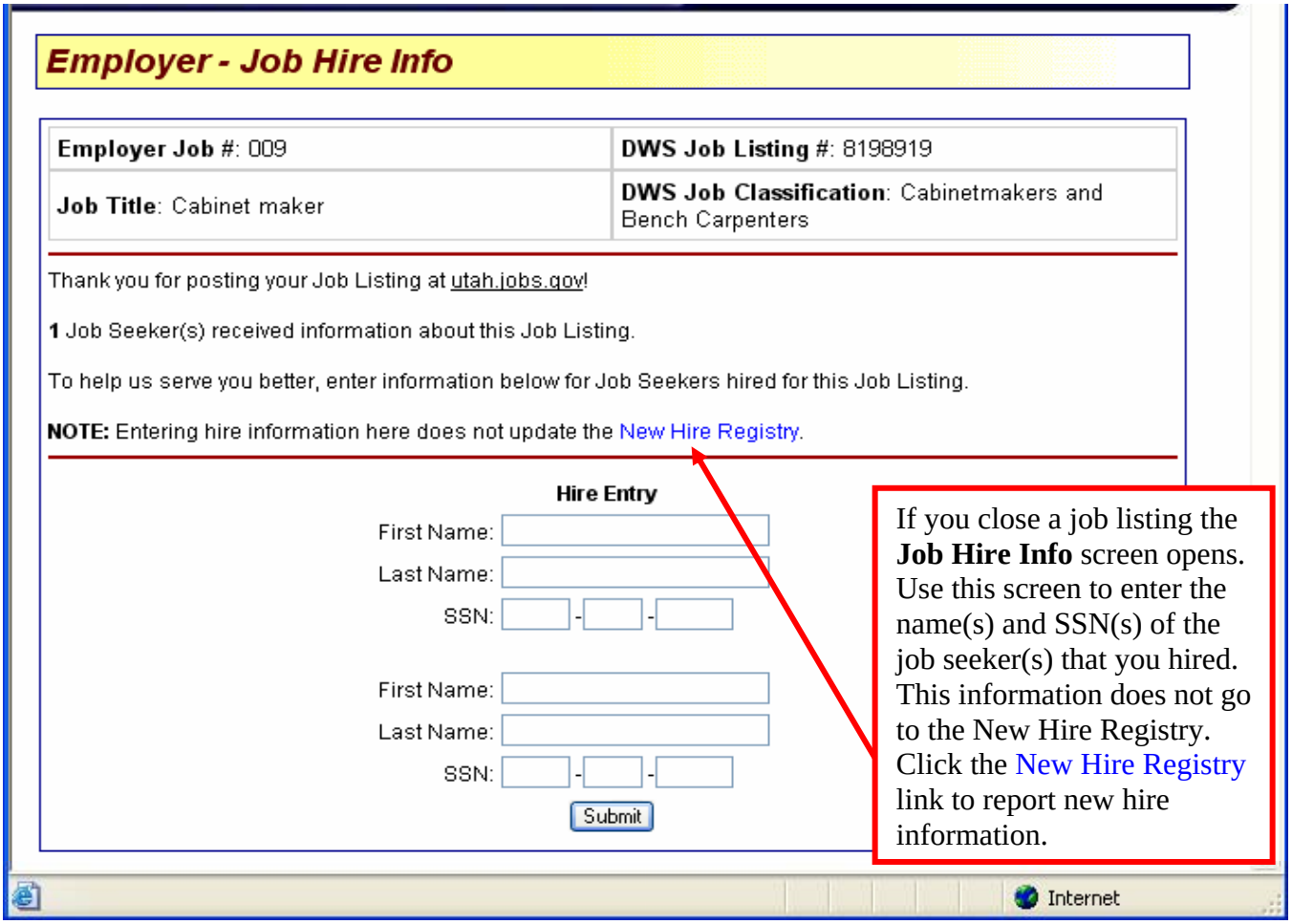
After you make changes click the Recount button. Look to see the number of Job Seeker Summaries Not Viewed.

## Close Job Listing (Close Job Warning)



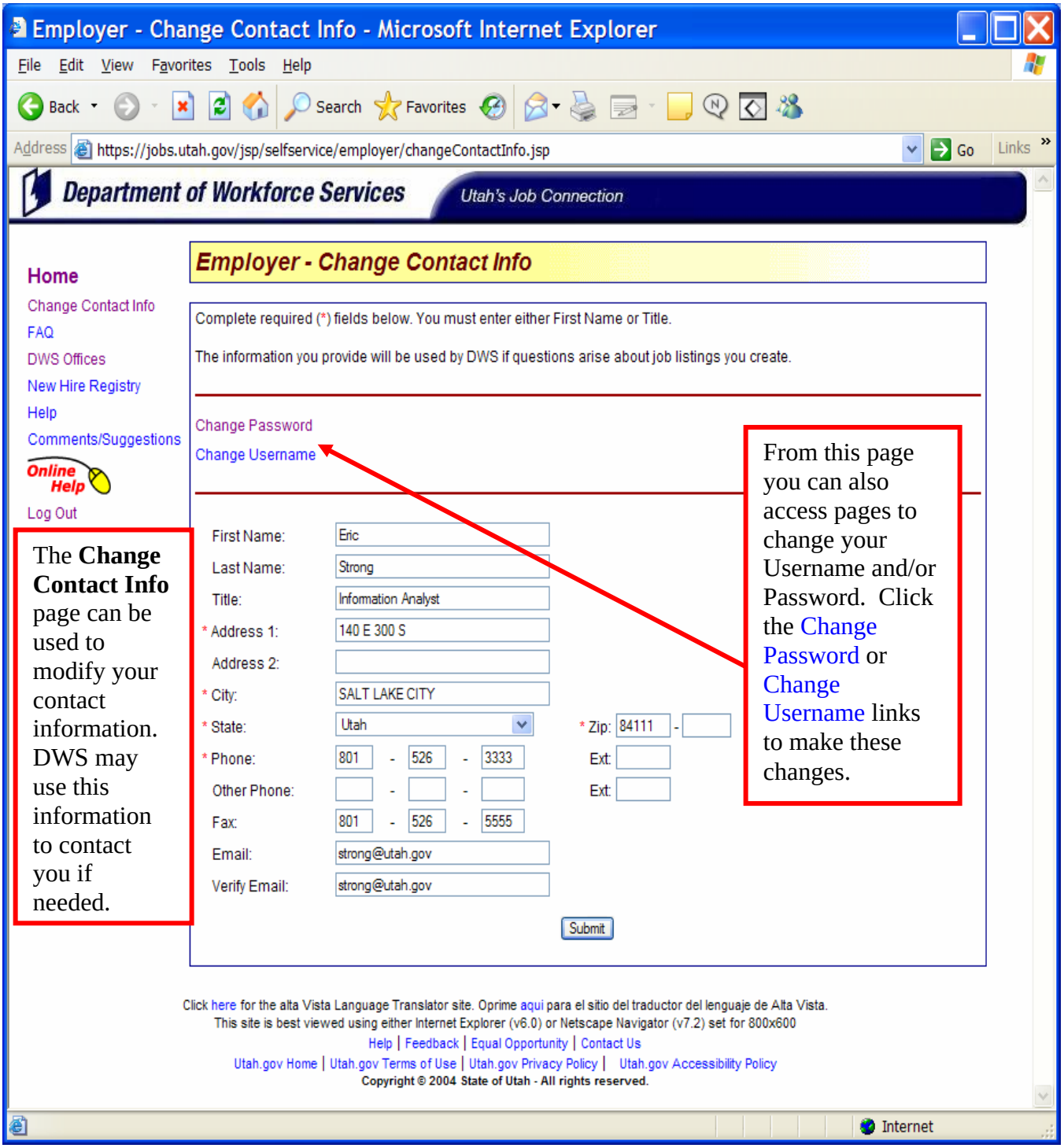

When you close a job listing the **Close Job Warning** page will open. Decide if you really want to close the job. If you do click YES - Close Job Now if you don't click NO - Do Not Close Job

## Job Hire Info (When Closing Job Listing)




If you close a job listing the **Job Hire Info** screen opens. Use this screen to enter the name(s) and SSN(s) of the job seeker(s) that you hired. This information does not go to the New Hire Registry. Click the New Hire Registry link to report new hire information.

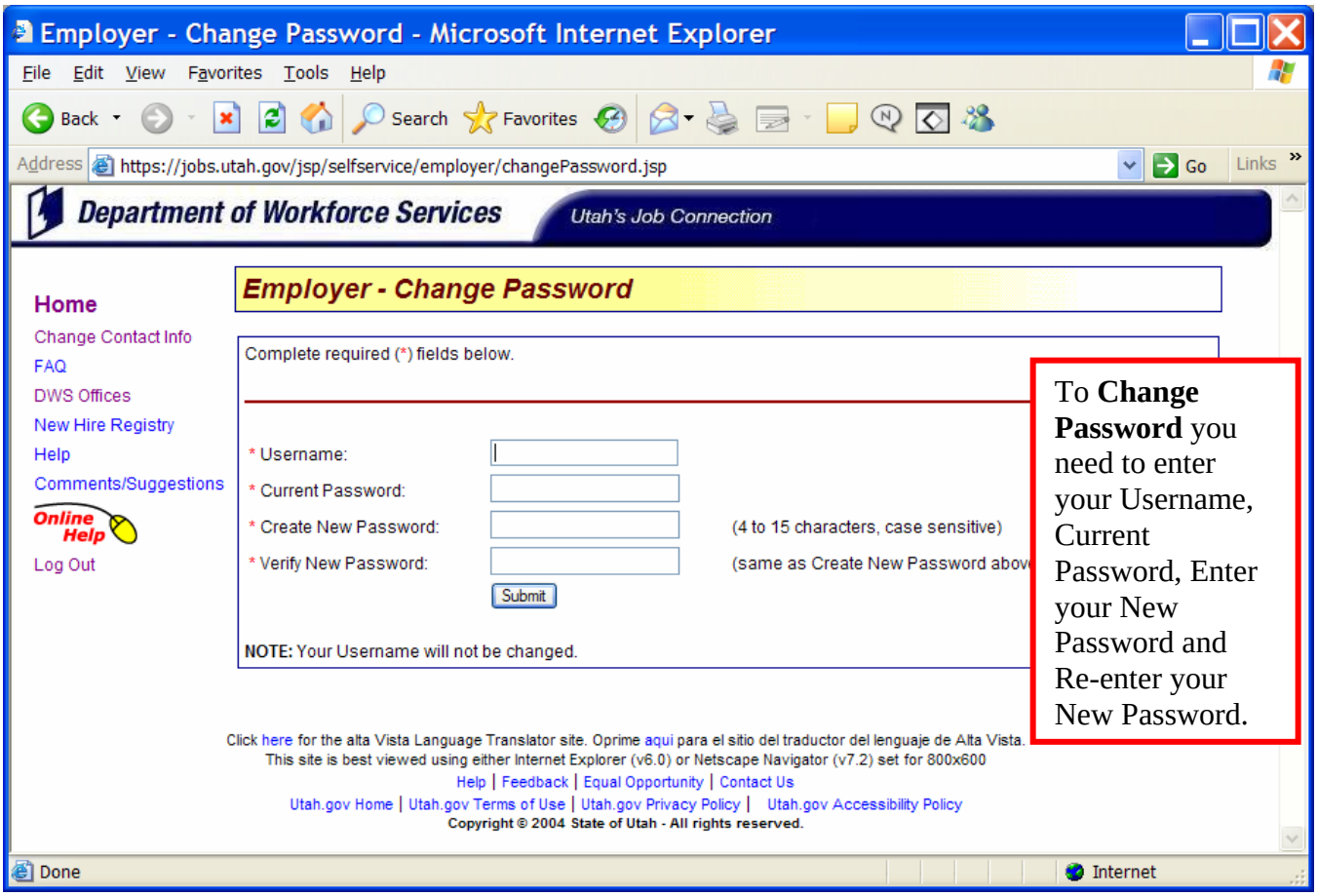
# Change Contact Information




The **Change Contact Info** page can be used to modify your contact information. DWS may use this information to contact you if needed.

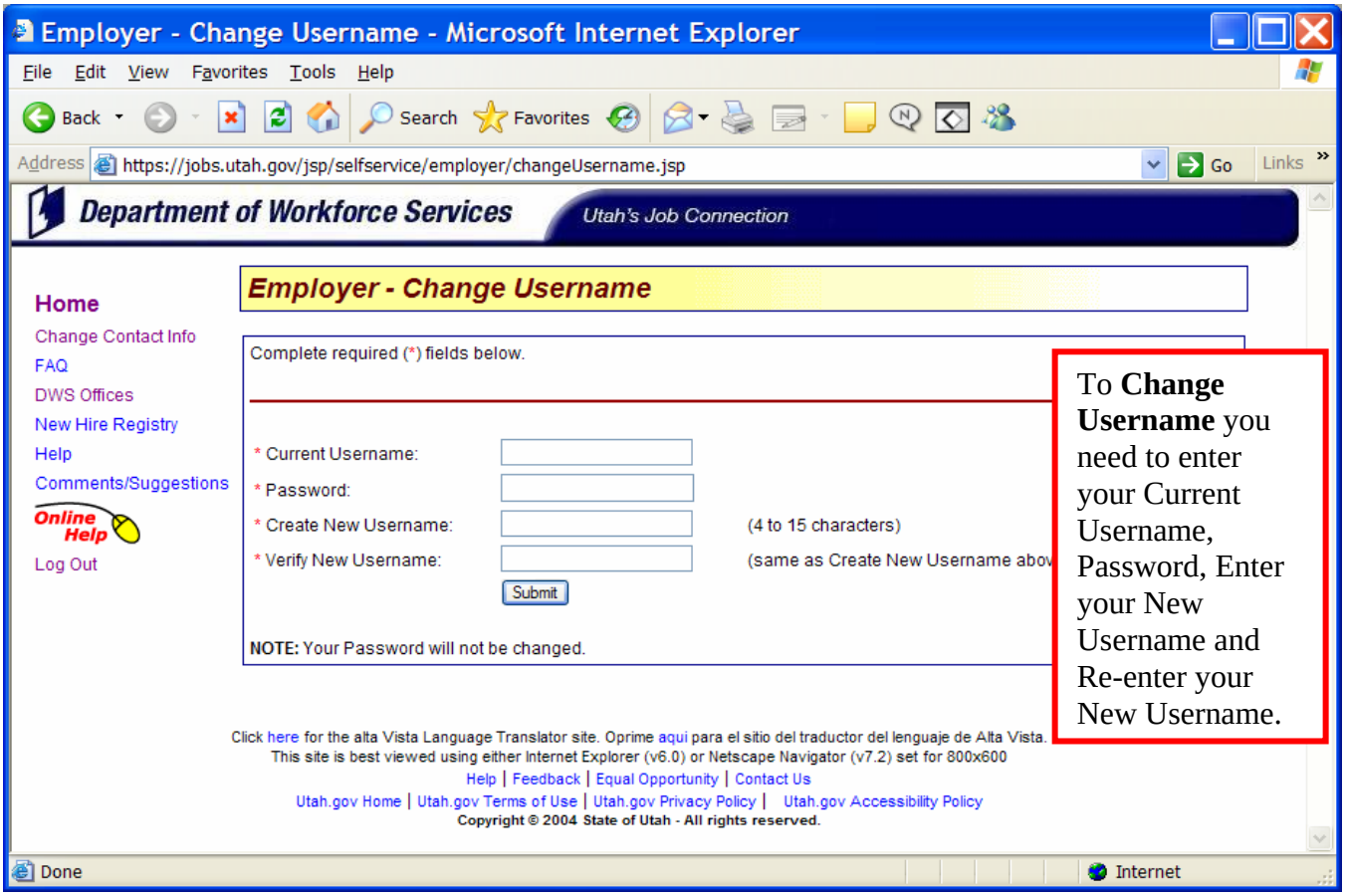
From this page you can also access pages to change your Username and/or Password. Click the Change Password or Change Username links to make these changes.

## Change Password




To **Change Password** you need to enter your Username, Current Password, Enter your New Password and Re-enter your New Password.

## Change Username




To **Change Username** you need to enter your Current Username, Password, Enter your New Username and Re-enter your New Username.